CATALOG

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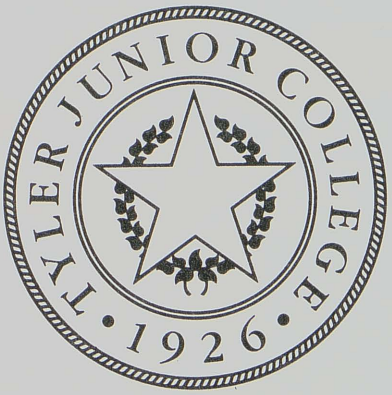
Tyler Junior College

Tyler Junior College

Catalog 1988-89



Tyler Junior College gives equal consideration of all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

"I like my students! I want them to know that they are special and important, so I do a lot of listening because sometimes students need someone to talk to."

Rebecca Bibby, Instructor/Coordinator, Home Economics
M.S., B.S., Stephen F. Austin State University

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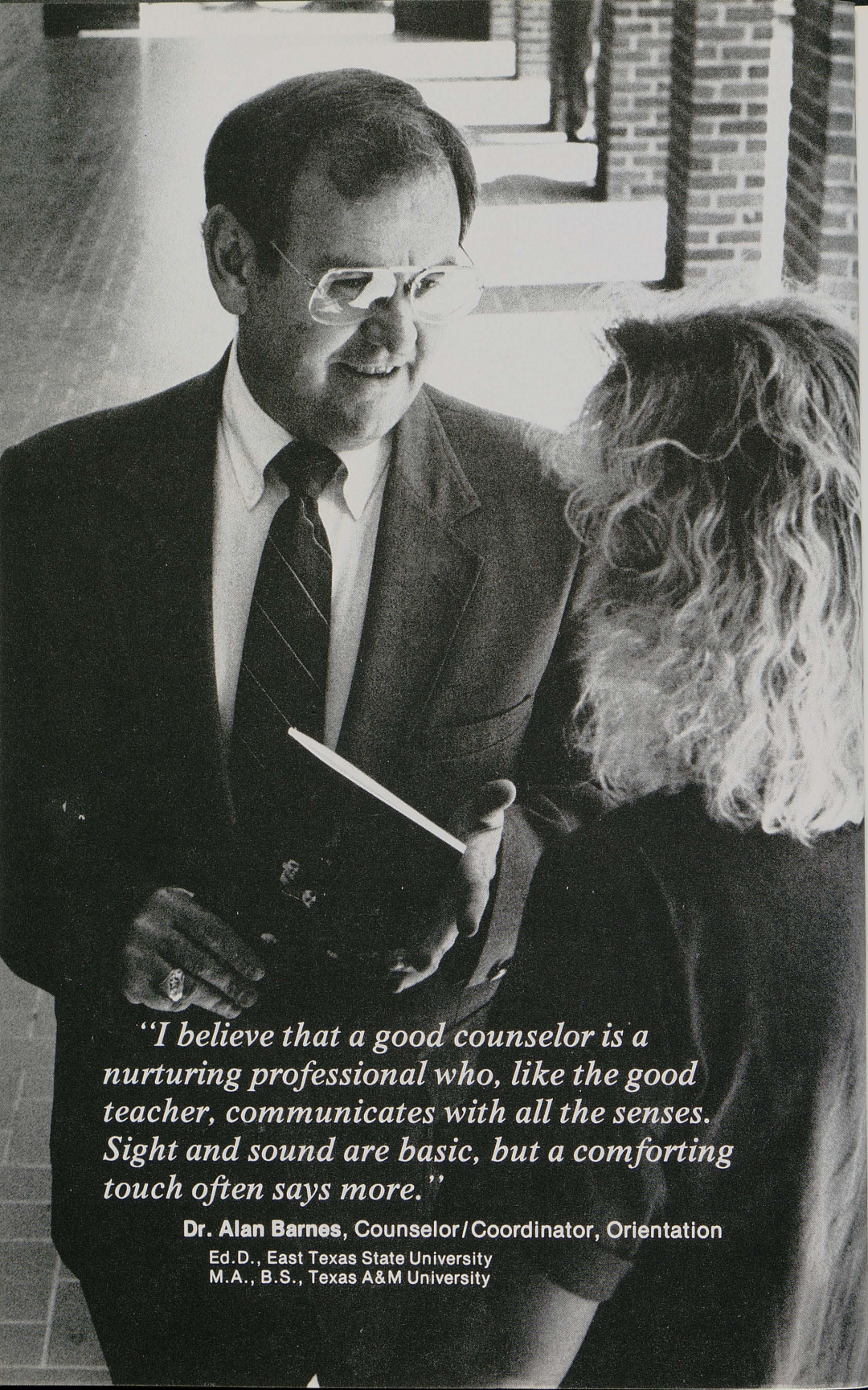
Where to Write or Call

Information concerning specific aspects of the College may be obtained by contacting the Admissions Office.

Write: Admissions Office
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

Telephone: 214-531-2523
214-531-2398



"I believe that a good counselor is a nurturing professional who, like the good teacher, communicates with all the senses. Sight and sound are basic, but a comforting touch often says more."

Dr. Alan Barnes, Counselor/Coordinator, Orientation

Ed.D., East Texas State University
M.A., B.S., Texas A&M University

Who Governs Us

Board of Trustees

President
Jim M. Vaughn, M.D.

First Vice President
A.D. Clark

Second Vice President
James W. Fair

Dr. Eugene M. Allen

Earl C. Andrews

Jack W. Flock

Harry Loftis

Dr. Edward M. Potter

Patrick R. Thomas, M.D.

How We Began

The original Tyler Junior College was established in 1926 as a part of the Tyler Public School System. It operated under this plan with a small enrollment for twenty years.

On November 13, 1945, the voters established a new, independent Tyler Junior College District, authorized a tax levy for the support of the College and authorized a bond issue for the erection of a new College plant on its own campus, separating it from the public school system on September 1, 1946.

Since then the Tyler Junior College District has been enlarged and extended by five neighboring school districts which voted to become a part of the College District for junior college purposes only. The present Tyler Junior College District is now composed of the following districts:

*Chapel Hill Independent School District

Grand Saline Independent School District

Lindale Independent School District

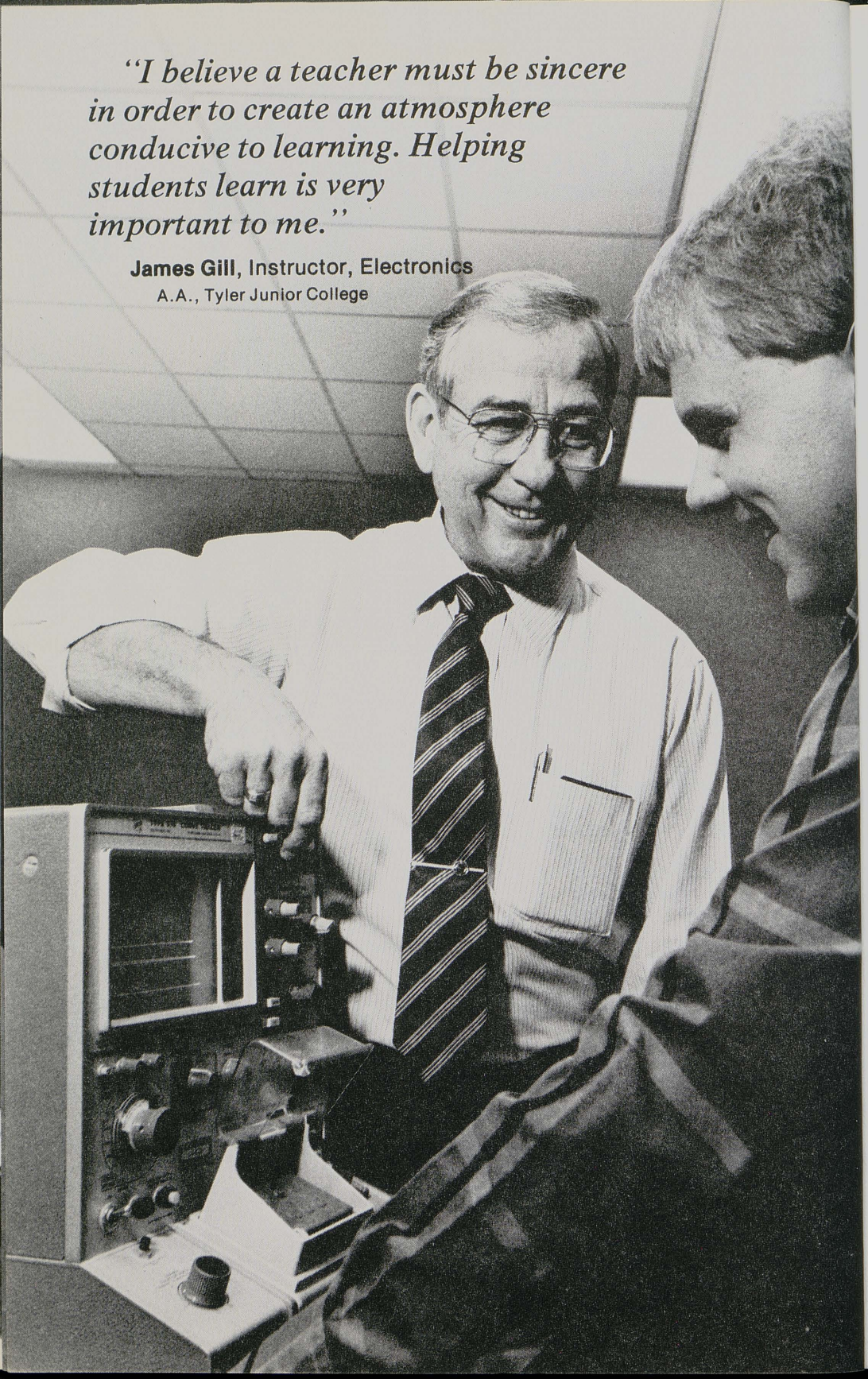
*Tyler Independent School District

*Van Independent School District

Winona Independent School District

Areas which have joined these independent school districts since they became a part of the Tyler Junior College District do not qualify as being in the Tyler Junior College District.

Students residing in the Tyler Junior College District are entitled to priority in enrollment. Others are admitted if facilities are available, but the College reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever in its judgment facilities are not available for additional students.



"I believe a teacher must be sincere in order to create an atmosphere conducive to learning. Helping students learn is very important to me."

James Gill, Instructor, Electronics
A.A., Tyler Junior College

What We Are

Statement of Purpose

The primary purpose of Tyler Junior College is to provide quality education at minimal cost to students varying in interests, aptitudes, talents, needs and goals. The College offers equal opportunity to all students meeting admissions requirements. Specific objectives include:

Educational

To provide two years of fully transferable college credit courses designed to develop logical, creative and objective thinking and to stimulate intellectual curiosity by exposing students to the various academic disciplines.

To provide two-year technical programs in order to prepare students to gain occupational competency as technical personnel in industry, business, government or as owner-operators of their own establishments.

To provide two-year programs in paramedical and other health professions to train students to meet the needs for personnel in the health related services of the community.

To provide programs of vocational education for employed adults who need additional training or re-training in order to increase occupational competency.

Cultural

To cultivate the knowledge and appreciation of human achievements in the arts and sciences by providing convocations, by offering elective and adult education courses that stimulate interest in the arts and by encouraging students to participate in cultural activities.

Social

To encourage the exercise of friendliness and other social virtues by providing opportunities for students to gather at conveniently located student lounges and by offering a well-planned, diversified program of extracurricular activities, planned and implemented by both the student body and the faculty.

Civic

To encourage effective student government in order to create in each student an intelligent interest in the governmental processes and to prepare him or her for responsible citizenship. The community is also encouraged to use the facilities of the College.

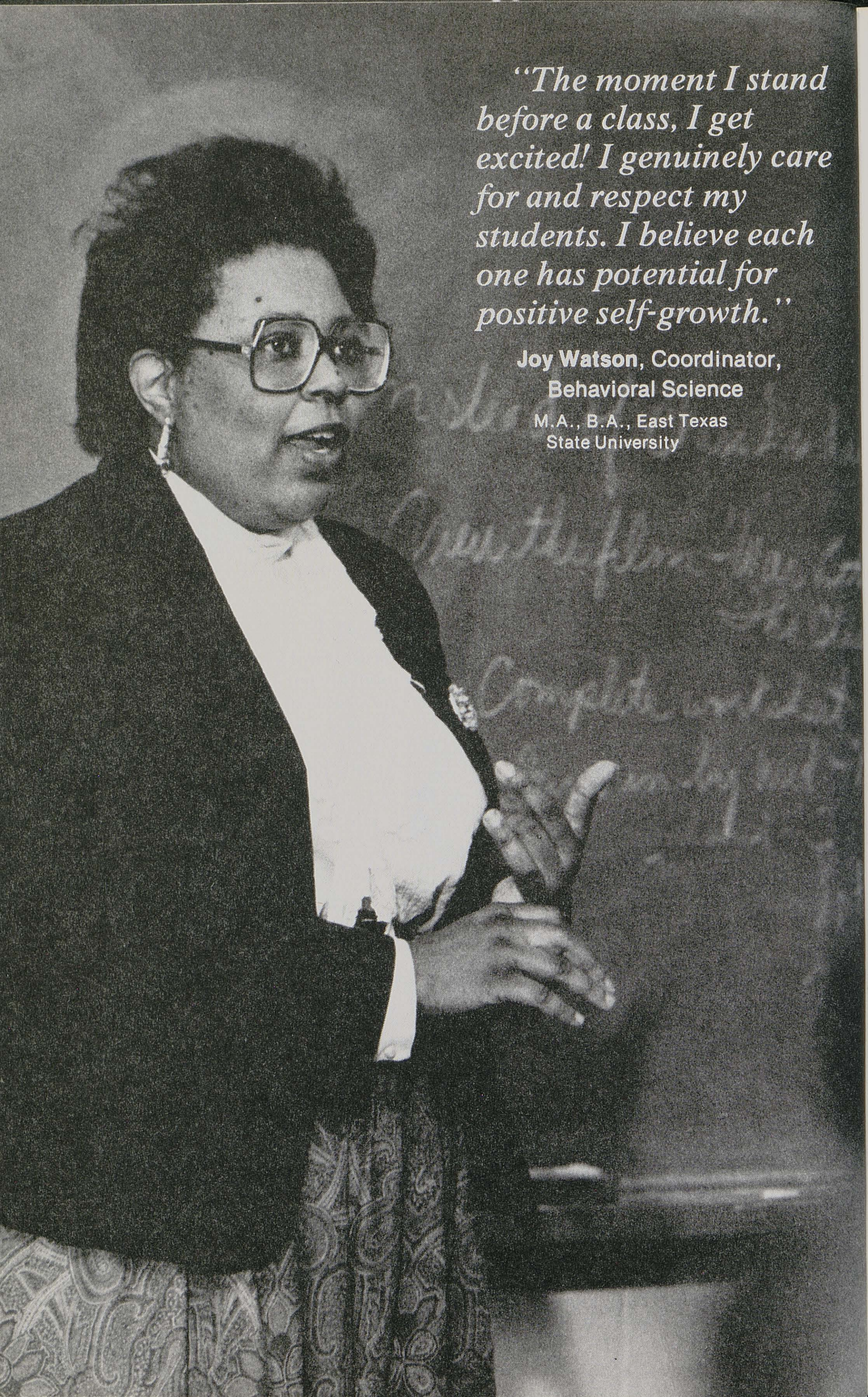
Physical

To provide programs of physical development and of competitive sports in order to encourage good habits of physical and mental health and to stimulate interest in recreation and good sportsmanship.

Accrediting

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in arts degree, the associate in applied science degree and certificates of proficiency. Membership in this accrediting association makes possible the transfer of credit for work done in Tyler Junior College to other accredited colleges and universities.

Since colleges differ in their curricula, a student should secure the catalog of the institution to which he or she intends to transfer credit. Courses for a student's first two years should be planned in accordance with the degree plan of the institution to which he or she will transfer.



"The moment I stand before a class, I get excited! I genuinely care for and respect my students. I believe each one has potential for positive self-growth."

Joy Watson, Coordinator, Behavioral Science

M.A., B.A., East Texas State University

What We Offer

Associate in Arts Degrees

Concentration in Agriculture

1. Complete general degree requirements.
2. Complete these specific requirements:

Biology (4 credit hours)
From BIO 114C, 124C, 124B, 114M, 124M

Agriculture (12 credit hours)

Mathematics (3 credit hours)
From MTH 113 or higher level mathematics course

Speech (3 credit hours)
From SPH 113, 113A or 223A

Electives to total 62 hours. Students should check senior college requirements.

Suggested electives from chemistry, agriculture, biology, English, humanities, social science, health and physical education.

Concentration in Art

1. Complete general degree requirements.
2. Complete these specific requirements:

Art (18 credit hours)
To include 113D, 123D, 113E, 123E 213 and 223

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from mathematics, laboratory science, social science, English, humanities, health and physical education.

Concentration in Behavioral Science

(Majors in Psychology, Sociology, suggested for undecided majors)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Biology (8 credit hours)

Mathematics (6 credit hours)

Humanities, Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, humanities, natural science, health and physical education.

Concentration in Business

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Accounting (8 credit hours)
BA 214, 224

Economics (6 credit hours)
ECO 213, 223

Humanities/Behavioral Science
Elective (3 credit hours)
SPH 113A

Laboratory Science (8 credit hours)
Chemical, Biological, Physical or Geological sciences

Mathematics (6 credit hours)
MTH 113K and MTH 123K

Computer Science Programming (3 credit hours)
From CS 113P, 213F or 223C.

Electives (6 credit hours)
BA 113B or 213L or 3 credit hours Approved Elective

Students who intend to transfer to a university and seek the baccalaureate degree in business administration should inquire of the university course requirements and plan a degree in business administration.

Concentration in Computer Science

1. Complete general degree requirements.
2. Complete these specific requirements:

Computer Science (12 credit hours)
From CS 113A or 113L, 113P, 123E, 213A, 213F or MTH 123B, CS 223C, or MTH 123D

Laboratory Science (4 credit hours)
From *Biology, *Geology, + Chemistry or + Physics

Mathematics (6 credit hours)
From MTH 113A, *MTH 113K, *MTH 123K, + MTH 113B, + MTH 213A, + MTH 213B (Not to include MTH 123B)

Accounting and/or additional **Laboratory Science** and/or Additional **Mathematics** (6/8 credit hours)
From *BA 214, *BA 224 and/or from *Biology, *Geology, + Chemistry or + Physics and/or from *MTH list above or higher level course.

Humanities, Social Science or ***Economics** (6 credit hours)

Electives to total 62 hours.

*Recommended for business oriented degree.

+ Recommended for scientific or engineering oriented degree

Student should check senior college requirements.

NOTE: For other Computer Science degrees, see page 14 of this catalog.

Concentration in Engineering

1. Complete general degree requirements.
2. Complete these specific requirements:

Mathematics (12 credit hours)
To include MTH 213A, 213B, 223C

Engineering (6 credit hours)
EGR 213, 223A

Physics (8 credit hours)
From PHY 124A, 224A and 214A

Chemistry (4 credit hours)
CHM 114

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from mathematics, laboratory science, humanities, social science, health and physical education.

Concentration in Fine Arts

(Speech/Drama/Theatre Arts/Dance/Art/Music)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Mathematics, Foreign Language, Laboratory Science (12 credit hours)

Speech/Drama/Theatre Arts/Dance/Art/Music (15 credit course hours)
From any one area

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, natural science, health and physical education.

Concentration in Health and Physical Education

1. Complete general degree requirements.
2. Complete these specific requirements:

Health and Physical Education
Activity courses (4 credit hours)
To include HPE 111
Theory/Teaching courses (12 credit hours)

Mathematics or **Laboratory Science** (6 credit hours)

Humanities, Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from natural science, social science, humanities, health and physical education.

Concentration in Home Economics

1. Complete general degree requirements.
2. Complete these specific requirements:

Home Economics (12 credit hours)

Mathematics, Laboratory Science or **Foreign Language** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, laboratory science, humanities, home economics, health and physical education.

Concentration in Journalism

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Journalism (12 credit hours)
To include JRN 113C, 213 and 223.

Mathematics, Laboratory Science or **Foreign Language** (12 credit hours)

Humanities and **Social Science** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, mathematics, health and physical education.

Concentration in Liberal Arts

(Majors in History, Government, Economics, Literature)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Humanities or **Social Science** (12 credit hours)
To include HST 113A and 123A

Foreign Language, Laboratory Science or **Mathematics** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, laboratory science, mathematics, health and physical education.

Concentration in Mathematics

1. Complete general degree requirements.
2. Complete these specific requirements:

Mathematics (15 credit hours)
To include MTH 213A, 213B, 223C

Laboratory Science (8 credit hours)

Computer Science (3 credit hours)
From MTH 123B, 223S or
CS programming courses

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, social science, foreign language, health and physical education.

Concentration in Music

1. Complete general degree requirements.
2. Complete these specific requirements:

Music (32 credit hours)
including (12) Theory-MU 113T, 123T 213T, 223T
(4) Sight Singing and Ear Training-MU 111T, 121T, 211T, 221T
(12) Private lessons (instrument and/or voice)
(4) Ensemble (band, choir, etc.)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, humanities, social science, health and physical education.

Concentration in Natural Science

(Majors in Biology, Chemistry, Geology, Physics, Pre-Med, Pre-Dental)

1. Complete general degree requirements.
2. Complete these specific requirements:

Chemistry (8 credit hours)
CHM 114, 124

Additional Laboratory Science (8 credit hours)

Mathematics (6 credit hours)
MTH 113A, 113B or higher level mathematics

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, foreign language, health and physical education.

Concentration in Speech/Theatre

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Speech/Theatre (15 credit hours)
To include SPH 113C and SPH 123A

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from speech, theatre, humanities, social science, laboratory science, fine arts, health and physical education.

Concentration in Teacher Education

(Majors in Special Education, Elementary Education, Secondary Education)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Mathematics, Foreign Language, Laboratory Science (12 credit hours)
4 courses from 2 of these areas

Humanities, Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, humanities, natural science, health and physical education.

Associate in Applied Science Degrees

Air Conditioning and Refrigeration Curriculum*

First Year

Semester I

ENG 113 Composition and Rhetoric
SPH 223A Business and Professional Speaking
AC 113 Introduction to Air Conditioning and Refrigeration
AC 113A Fundamentals of Refrigeration
AC 113D Fundamentals of Electricity
PSY 111 Freshman Orientation

Semester II

AC 213W Air Conditioning Welding Procedures
AC 123B Blueprint Reading
MTH 123E Applied Mathematics II
ENG 223B Technical Report Writing
HPE 111 Health Concepts of Physical Fitness
CS 113C Computer Literacy

Second Year

Semester III

AC 123D Automatic Controls I
AC 213A Heating
AC 123A Refrigeration Machines and Commercial Refrigeration
MGT 113S Small Business Management
GOV Elective

Semester IV

AC 223A Air Conditioning Systems Design
AC 223B Installation and Maintenance of Air Conditioning Systems
AC 223C Automatic Controls II
HST Elective
Approved Elective

Suggested Electives: AC 113S, BA 113A, BA 213C, BA 213L, CS 113A, CS 113C, CS 213C, CS 223X, DFT 123A, ELC 113E, ELC 113L, ELC 113M, ENG 123, Government, History, MTH 113, MTH 113A, MTH 113B, OFT 113M, OFT 113T.

**Pending approval from the Coordinating Board.*

Bank Management Curriculum

First Year

Semester I

BA 113A Elementary Accounting
or
BA 214 Principles of Accounting
BM (9 semester hours of Banking Courses)
ENG 113 Composition and Rhetoric
PSY 111 Freshman Orientation

Semester II

BA 123A Elementary Accounting
or
BA 224 Principles of Accounting
BM (9 semester hours of Banking Courses)
ECO 213 Principles of Economics
HPE 111 Health Concepts

Second Year

Semester III

MGT 113B Principles of Management
MTH 123E Applied Mathematics II
BM (9 semester hours of Banking Courses)
CS 113C Computer Literacy

Semester IV

BM (6 semester hours of Banking Courses)
Behavioral or Social Science Elective
BM 223C** Professional Develop Training or Approved Elective
SPH 223A Business and Professional Speaking
REM 123A Real Estate Finance

Approved Electives: BA 113B, GOV 213, GOV 223, HST 213, HST 223, MGT 113C, MGT 113S, *OFT 113T, PSY 213,* SOC 213, ECO 223 and MTH 223S.

Banking Courses: BM 111W, BM 112S, BM 113, BM 113A, BM 113B, BM 113C, BM 113S, BM 123A, BM 123B, BM 123C, BM 123S, BM 213B, BM 213D, BM 213E, BM 223, BM 223A, BM 223E, BM 223D, BM 223G and BM 223H.

**Banking internship includes twenty hours of supervised work experience each week with a one-hour related weekly seminar. Student is limited to only one internship course per semester.

(BM 223C, BM 213B, BM 213D, BM 223A and BM 113S require completion of 18 hours of Banking courses before enrollment or permission of local AIB training officer.)

Computer Science Curriculum*

(Certificate of Proficiency)

Semester I

CS 112 Data Entry I
CS 113A Introduction to Computers
CS 113C Computer Literacy
CS 113K Introduction to Computer Operations
OFT 113R Business English

Semester II

CS 123B Computer Operating Systems
CS 123M Data Entry II
CS 123T Microcomputers
CS 213H Extended DOS
CS 213W IBM PC and Comparative Word Processing
CS 223V Professional Development Seminar
or Computer Science Elective

**Computer Science Electives: CS 113V, CS 213C, CS 213F, CS 223J, Special Topics (CS 113Y, CS 123Y, CS 213Y, CS 223Y.*

Computer Science Curriculum

(Two-year Programs)

(Microcomputer Option)

First Year

Semester I

CS 112 Data Entry I
CS 113A Introduction to Computers
CS 113C Computer Literacy
CS 113K Intro to Computer Operations
CS 113L Intro to Computer Programming Logic
BA 113A Elementary Accounting
PSY 111 Freshman Orientation

Semester II

CS 123L Advanced Computer Programming Logic
CS 213C Introduction to Computer Hardware
CS 213F Computer Programming: BASIC Language
BA 123A Elementary Accounting
MTH 123E Applied Mathematics
SPH 223A Business and Professional Speaking

Second Year

Semester III

CS 213H Extended DOS
CS 213B Systems Analysis
CS 213W IBM PC and Comparative Word Processing
CS Programming Lang. Elective
ENG 113 Composition and Rhetoric

Semester IV

CS 123T Microcomputers
CS 223J Data Base Concepts with Programming
ENG 223B Technical Report Writing
Elective **Social** or **Behavioral Science**
Elective **MTH, Natural, Social or Behavioral Science**
CS 223V Professional Development Seminar
or Computer Science Elective
HPE 111 Health Concepts

Computer Science Programming Language Electives: CS 113P, CS 123E, CS 213R, CS 223C, CS 223G, CS 123V.

Computer Science Electives: CS 113V, CS 123B, CS 123M, Special Topics (CS 113Y, CS 123Y, CS 213Y, CS 223Y), or Programming Language from above.

**Pending approval from the Coordinating Board.*

Computer Science Curriculum

(Programming Option)

First Year

Semester I

CS 112 Data Entry I
CS 113A Introduction to Computers
CS 113C Computer Literacy
CS 113K Introduction to Computer Operations
CS 113L Introduction to Computer Programming Logic
BA 113A Elementary Accounting
PSY 111 Freshman Orientation

Semester II

CS 123L Advanced Computer Programming Logic
CS 213C Introduction to Computer Hardware
CS 213F Computer Programming: BASIC Language
BA 123A Elementary Accounting
MTH 123E Applied Mathematics
SPH 223A Business and Professional Speaking

Second Year

Semester III

CS 213A Computer Programming: COBOL
CS 213B Systems Analysis
CS Programming Lang. Elective
ENG 113 Composition and Rhetoric
Elective **Social** or **Behavioral Science**

Semester IV

CS 223A Advanced Computer Programming: COBOL
CS Programming Lang. Elective
CS Elective
ENG 223B Technical Report Writing
CS 223V Professional Development Seminar
or Computer Science Elective
HPE 111 Health Concepts

Computer Science Programming Language Electives: CS 113P, CS 123E, CS 213R, CS 223C, CS 223G, CS 123V.

Computer Science Electives: CS 113V, CS 123B, CS 123C, CS 123M, CS 123T, CS 213, CS 213W, CS 223J, Special Topics (CS 113Y, CS 123Y, CS 213Y, CS 223Y), or Programming Language from above.

Criminal Justice Curriculum

(Core Curriculum)

First Year

Semester I

ENG 113 Composition and Rhetoric
HST 213 History of the United States
CJ 113* Introduction to Criminal Justice
CJ 113B* Police Systems and Practices
CJ 123E* Crime in America
PSY 111 Freshman Orientation

Semester II

ENG 123 Composition and Rhetoric
HST 223 History of the United States
SPH 223A Business and Professional Speaking
CJ 223C* The Courts and Criminal Procedures
CJ 223D* Fundamentals of Criminal Law
HPE 111 Health Concepts

(Law Enforcement Option)

Second Year

Semester III

GOV 213 American Government
MTH or **Lab Science**
PSY 213 Introductory Psychology
CJ 213A* Criminal Investigation
CJ 213B* Legal Aspects of Law Enforcement
CS 113C Computer Literacy

Semester IV

GOV 223 American State Government
SOC 223 Social Problems
CJ 222 Law Enforcement Safety and First Aid
CJ 223E Police Defensive Tactics
CJ 123C Patrol Administration
CJ Elective

Criminal Justice Electives: CJ 113C, CJ 123B, CJ 123D, CJ 213C, CJ 213D, CJ 223B, CJ 223H.

(Corrections Option)

Second Year

Semester III

GOV 213 American Government
MTH or **Lab Science**
PSY 213 Introductory Psychology
CJ 213A* Criminal Investigation
CJ 213B Legal Aspects of Law Enforcement
CS 113C Computer Literacy

Semester IV

GOV 223 American State Government
SOC 223 Social Problems
CJ 213D* Correctional Systems and Practice
CJ 223H* Community Resources in Corrections
CJ Elective

**Core Curriculum required for Law Enforcement Officer by Texas Commission on Law Enforcement Officer Standards and Education.*

Criminal Justice Electives: CJ 113C, CJ 123B, CJ 123C, CJ 123D, CJ 213A, CJ 213C, CJ 223B.

Dental Hygiene Curriculum

First Year

Summer Session I

DH 112 Introduction to Dental Hygiene
BIO 114D Anatomy and Physiology

Summer Session II

BIO 124D Anatomy and Physiology
HPE 111 Health Concepts

Semester I

DH 112R Dental Hygiene Radiography
DH 113 Oral Anatomy and Physiology
DH 113C Dental Hygiene Clinic I
DH 113D Oral Histology and Embryology
BIO 114A Microbiology
PSY 111 Freshman Orientation

Semester II

DH 122 Dental Materials
DH 122A Pathology
DH 122B Oral Pathology
DH 123C Dental Hygiene Clinic II
CHM 113D Elementary Chemistry
ENG 113 Composition and Rhetoric

Second Year

Summer Session I

DH 212P Periodontology
ENG 123 Composition and Rhetoric

Semester III

DH 212 Pharmacology
DH 212D Clinical Nutrition
DH 213H Community Dental Health I
DH 213C Dental Hygiene Clinic III
PSY Elective

Semester IV

SOC Elective
DH 221S Seminar
DH 223C Dental Hygiene Clinic IV
DH 224H Community Dental Health II
MTH 113C Elementary Computer Programming

Drafting Curriculum**

First Year

Semester I

DFT 113A Mechanical Drawing I
DFT 113B Illustration Drawing
DFT 223E Electrical Drafting
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
PSY 111 Freshman Orientation

Semester II

DFT 123A Architectural Drawing
DFT 123B Mechanical Drawing II
DFT 213D Descriptive Geometry
ENG 223B Technical Report Writing
Approved Elective
HPE 111 Health Concepts

Second Year

Semester III

DFT 213P Pipe Drafting
DFT 213G Computer-Aided Drafting I
DFT 223S Structural Drafting
SPH 223A Business and Professional Speaking
MTH 113T* Trigonometry or MTH 113B

Semester IV

DFT 223B Map Drafting
DFT 223C Plane Surveying
DFT 223G Computer-Aided Drafting II
PHY 113D Industrial Strength of Materials
Behavioral or Social Science Elective

**Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.*

Suggested Electives: DFT 223P, MGT 113B, MGT 113C, History, Government, CS 113C, Economics, Geology.

***Pending approval from the Coordinating Board.*

Electronics Technology Curriculum

(Core Curriculum)

First Year

Semester I

ELC 113 Introduction to Digital Circuits
ELC 113L Introduction to DC and AC Circuits
ELC 113M Introduction to Electronics Technology
ENG 113 Composition and Rhetoric
MTH 113H Electronics Math
PSY 111 Freshman Orientation

Semester II

ELC 123 Microprocessors and Digital Systems
ELC 123A Industrial Electronics and Motor Control
ELC 123L Semiconductor Devices and Circuits
ELC 123S Software Development for Microprocessors
MGT 113C Human Relations in Management
ENG 223B Technical Report Writing

(Digital / Microprocessor Option)

Second Year

Semester III

ELC 213A Microprocessor Applications
ELC 213C Linear Integrated Circuits
ELC 213D Microcomputer Maintenance
CS High Level Programming Language
DFT 213F Drafting for Electronics Technicians
Social / Behavioral Science Elective

Semester IV

ELC 223A Microprocessor Interfacing
ELC 223D Troubleshooting Digital Systems
ELC 223R Robotics and Automated Systems
PHY 111 Physics Problems Laboratory
PHY 113 Physics Problems
SPH 223A Business and Professional Speaking
HPE 111 Health Concepts

(Industrial Option)

Second Year

Semester III

ELC 213A Microprocessor Applications
ELC 213C Linear Integrated Circuits
ELC 213T Electronic Communications
CS High Level Programming Language
DFT 213F Drafting for Electronics Technicians
Social / Behavioral Science Elective

Semester IV

ELC 223B Troubleshooting Electronic Communication Systems
ELC 223D Troubleshooting Digital Systems
ELC 223R Robotics and Automated Systems
PHY 113 Physics Problems
PHY 111 Physics Problems Laboratory
SPH 223A Business and Professional Speaking
HPE 111 Health Concepts

Electronics Technology Curriculum

(Electrical Power Option)

Second Year

Semester III

ELC 213C Linear Integrated Circuits
ELC 213G Electrical Power Generation
ELC 213P Electrical Power Measurements
CS High Level Programming Language
DFT 213F Drafting for Electronics Technicians
Social/Behavioral Science Elective

Semester IV

ELC 223G Electrical Power Distribution
ELC 223P Automatic Control of Electrical Power Systems
ELC 223S Electrical Power Signaling Techniques
PHY 111 Physics Problems Laboratory
PHY 113 Physics Problems
SPH 223A Business and Professional Speaking
HPE 111 Health Concepts

(Telecommunications Option)

Second Year

Semester III

ELC 213B Laser/Opto-Electronics
ELC 213C Linear Integrated Circuits
ELC 213T Electronic Communications
CS High Level Programming Language
DFT 213F Drafting for Electronics Technicians
Social/Behavioral Science Elective

Semester IV

ELC 223B Troubleshooting Electronic Communication Systems
ELC 223M Microwave Technology
ELC 223T Telecommunications
PHY 111 Physics Problems Laboratory
PHY 113 Physics Problems
SPH 223A Business and Professional Speaking
HPE 111 Health Concepts

(Microcomputer Repair Option)*
One-Year Certificate

Minisemester I (8 weeks)

ELC 112A Introduction to Digital Electronics I
ELC 112T Tools and Instrumentation for PC Technicians
ELC 112P Introduction to PC Architecture

Minisemester II (8 weeks)

ELC 112B Introduction to Digital Electronics II
ELC 112C Introduction to Troubleshootin
ELC 112H Personal Computer Hardware

Minisemester III (8 weeks)

ELC 122S Service and Maintenance Procedures
ELC 122C Personal Computer Troubleshooting
ELC 122H Personal Computer Systems

Minisemester IV (8 weeks)

ELC 122E Troubleshooting Peripheral Equipment
ELC 122A Application Software
ELC 122W Professional Development Seminar

**Pending approval from the Coordinating Board.*

Farm and Ranch Management Curriculum**

First Year

Semester I

ENG 113* Composition and Rhetoric
RMG 113 Principles of Soil Management
RMG 113C Farm Buildings & Construction
RMG 123A Agri Economics and Finance
RMG 223C Principles of Agriculture Marketing
PSY 111 Freshman Orientation

Summer Session I

RMG 116S Ranch Training On-The-Job

Semester II

ENG 223B* Technical Report Writing
RMG 113A Principles of Animal Husbandry
RMG 123D Farm Power Machinery
RMG 123F Principles of Feed Production
RMG 123G Farm and Ranch Appraising
HPE 111 Health Concepts

Second Year

Semester III

MTH 123E* Applied Mathematics II
Social/Behavioral Science Elective
RMG 213A Livestock Rations
RMG 214 Farm Shop
RMG 223 Animal Health

Semester IV

SPH 223A Business and Professional Speaking
RMG 223A Farm and Ranch Records
RMG 223B Principles of Beef Cattle Production
RMG 223D Principles of Livestock Reproduction
RMG 223E Farm Shop II

**Student placement in mathematics and English classes is based upon the results of tests and subjects completed.*

***Pending approval from the Coordinating Board.*

Fashion Merchandising and Retailing Curriculum

First Year

Semester I

ENG 113 Composition and Rhetoric
FMR 113 Introduction to Retailing
FMR 113A* Professional Dev. Training I or Approved Elective
FMR 113B Color, Line and Design
FMR 113C Fashion Textile
PSY 111 Freshman Orientation

Semester II

FMR 123 Fashion Marketing
FMR 123A* Professional Dev. Training II or Approved Elective
FMR 123B Fashion Apparel: Manufacturing and Design
MGT 223 Salesmanship
SPH 113A Fundamentals of Speech
HPE 111 Health Concepts

Second Year

Semester III

FMR 213 Visual Merchandising and Promotion
FMR 213A* Professional Dev. Training III or Approved Elective
MTH 123E Applied Mathematics
MGT 113B Principles of Management
CS 113C Computer Literacy
Behavioral or Social Science Elective

Semester IV

FMR 223 Retail Buying
FMR 223A* Professional Dev. Training IV or Approved Elective
FMR 223B Retail Mathematics
ENG 223B Technical Report Writing
JRN 123 Introduction to Advertising

Fashion merchandising and retailing internship includes **20 hours of supervised work experience each week with a one-hour related weekly seminar. Students are limited to only one internship course per semester.*

Suggested Electives: MGT 113C, MGT 113S, BA 113A, ECO 213, ECO 223, FR 113, FR 123, FR 114, FR 124, SPH 213I, History, Government, SPH 213T, BA 214, BA 224, PSY 213, PSY 223, SOC 213.

Fire Protection Curriculum

First Year

Semester I

FPT 113 Fundamentals of Fire Protection
FPT 113A Industrial Fire Protection I
FPT 113H Fire Science Chemistry I
ENG 113 Composition and Rhetoric
MTH 123E* Applied Mathematics
PSY 111 Freshman Orientation

Semester II

FPT 123 Fire Protection Systems
FPT 123A Fire Prevention
FPT 123B Industrial Fire Protection II
FPT 123H Fire Science Chemistry II
SPH 223A Business and Professional Speaking
HPE 111 Health Concepts

Second Year

Semester III

FPT 213 Fire Administration I
FPT 213A Building Codes and Construction
FPT 213B Fire and Arson Investigation
ENG 223B Technical Report Writing
GOV 223 American State Government
Behavioral or Social Science Elective

Semester IV

FPT 223 Hazardous Materials I
FPT 223A Fire Administration II
FPT 223B Fire Fighting Tactics and Strategy
Approved Elective
CS 113C Computer Literacy

**Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.*

Fire Science Electives: FPT 113B, FPT 113C, FPT 113D, FPT 113E, FPT 113F, FPT 113G, FPT 223C and CJ 222.

Suggested Electives: History, Government, Sociology, Economics and Geology.

General Business Curriculum**

First Year

Semester I

BA 113B Introduction to Business
BA 113A Elementary Accounting
ENG 113 Composition and Rhetoric
MGT 113B Principles of Management
OFT 113M Business Math/Calculators
PSY 111 Freshman Orientation

Semester II

BA 123A Elementary Accounting
CS 113C Computer Literacy
MTH 123E Applied Mathematics
OFT 123C Business Communications
MGT 113C Human Relations
HPE 111 Health Concepts

Second Year

Semester III

BA 213L Business Law
BA 213C Computer Accounting
MGT 223 Salesmanship
SPH 213I Interpersonal Communications
SPH 223A Business and Professional Speaking
Humanities Elective*

Semester IV

BA 224 Principles of Managerial Accounting
CS Computer Science Elective
ECO 223 Economic Problems
ENG 223B Technical Report Writing
Social Science Elective

**Conversational Spanish (SPN 113) highly recommended.*

***Pending approval from the Coordinating Board.*

Graphic Arts/Photography Curriculum

(Photography Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP Elective
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
PSY 111 Freshman Orientation

Semester II

GAP 123 Advanced Photography
GAP 223 Portrait Photography
GAP Elective
ENG 223B Technical Report Writing
Academic Elective
HPE 111 Health Concepts

Second Year

Semester III

GAP 213 Commercial Photography I
GAP 213C Color Photography I
GAP Elective
SPH 223A Business and Professional Speaking
Academic Elective

Semester IV

GAP 223C Color Photography II
GAP 223D Commercial Photography II
GAP Elective
PSY 223 Applied Psychology
Elective (Any 3 credit hour course)

Graphic Arts/Photography Electives: Any GAP course not required.

Academic Electives: ART 113D, ART 113E, CHM 114, HST 213, HST 223, GOV 213, GOV 223, PHY 113, SOC 213, ECO 213, ECO 223, ENG 223, ENG 223B, Mathematics, Lab Science.

(Photography Certificate Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP Elective

Semester II

GAP 123 Advanced Photography
GAP 223 Portrait Photography
GAP Elective

Second Year

Semester III

GAP 213 Commercial Photography I
GAP 213C Color Photography I
GAP Elective

Semester IV

GAP 223C Color Photography II
GAP 223D Commercial Photography II
GAP Elective
MGT 113C Human Relations

Graphic Arts/Photography Electives: Any GAP course not required.

Graphic Arts/Photography Curriculum

(Graphic Arts Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP 213A Photographic Reproduction
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
PSY 111 Freshman Orientation

Semester II

GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
GAP 113J Computer Typesetting
ENG 223B Technical Report Writing
Academic Elective
HPE 111 Health Concepts

Second Year

Semester III

GAP 213C Color Photography I
GAP 223A Graphic Reproduction
GAP Elective
SPH 223A Business and Professional Speaking
Academic Elective

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
PSY 223 Applied Psychology
Elective (Any 3 credit hour course)

Graphic Arts/Photography Electives: Any GAP course not required.

Academic Electives: ART 113D, ART 113E, CHM 114, HST 213, HST 223, GOV 213, GOV 223, PHY 113, SOC 213, ECO 213, ECO 223, ENG 223, ENG 223B, Mathematics, Lab Science.

(Graphic Arts Certificate Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP 213A Photographic Reproduction

Semester II

GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
GAP 113J Computer Typesetting

Second Year

Semester III

GAP 213C Color Photography I
GAP 223A Graphic Reproduction
GAP Elective

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
Elective (Any 3 credit hour course)

Graphic Arts/Photography Electives: Any GAP course not required.

Graphic Arts/Photography Curriculum

(Commercial Art Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
GAP 213A Photographic Reproduction
ART 113D Design I
ENG 113 Composition and Rhetoric
PSY 111 Freshman Orientation

Semester II

GAP 113J Computer Typesetting
GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
ART 123D Design II
ENG 223B Technical Report Writing
HPE 111 Health Concepts

Second Year

Semester III

GAP 113F Airbrush Techniques
GAP 213 Commercial Photography I
GAP Elective
MTH 123E Applied Mathematics
SPH 223A Business and Professional Speaking

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
Elective (Any 3 credit hour course)
PSY 223 Applied Psychology

Graphic Arts/Photography Electives: Any GAP course not required.

Academic Electives: HST 213, HST 223, GOV 213, GOV 223, PHY 113, SOC 213, ECO 213, ECO 223, ENG 223, ENG 223B, Mathematics, Lab Science.

(Commercial Art Certificate Option)

First Year

Semester I

GAP 113 Basic Photography
GAP 113A Basic Graphics
ART 113D Design I

Semester II

GAP 123 Advanced Photography
GAP 123B Graphic Reproduction and Design
ART 123D Design II

Second Year

Semester III

GAP 113F Airbrush Techniques
GAP 213 Commercial Photography I
GAP Elective

Semester IV

GAP 223B Commercial Advertising Techniques
GAP Elective
GAP Elective
Elective (Any 3 credit hour course)

Graphic Arts/Photography Electives: Any GAP course not required.

Legal Assistant Curriculum

First Year

Semester I

BA 113A Elementary Accounting
or
BA 214 Principles of Accounting
ENG 113 Composition and Rhetoric
GOV 213 American Government
LA 111E Legal Ethics
LA 113A Introduction to the Legal System
OFT 123W Word Processing
PSY 111 Freshman Orientation

Semester II

ENG 223B Technical Report Writing
or
ENG 123 Composition and Rhetoric
GOV 223 American State Government
HPE 111 Health Concepts
LA 123R Legal Research
LA 223C Corporate and Commercial Law
or
BA 213L Business Law
Elective

Second Year

Semester III

CS 113C Computer Literacy
LA 123 Legal Writing
LA 213C Constitutional Law
LA 223 Litigation
PSY 213 Introduction to Psychology
Approved Elective in LA (3 hours)

Semester IV

LA 123A Legal Interview and Human Relations
LA 223A Law Office Management and Procedures
LA 223B Internship
or
Approved Elective in LA (3 hours)
MTH 123E Applied Mathematics or Higher Math
SPH 223A Business and Professional Speaking

Suggested Electives: LA 123B, LA 123C, LA 123D, LA 213A, LA 213B, LA 213W, LA 223C, LA 223R, REM 123, LA 223D.

Long Term Care Administration Curriculum

First Year

Semester I

LTC 113* Introduction to Long Term Care Administration
LTC 123* Technology of Patient Care
LTC 123A* Long Term Care Administration Law
LTC 213A* Financial Management of Long Term Care Facility
LTC 122* Long Term Care Administration Standards
LTC 213 Long Term Care Internship Seminar I
LTC 213B* Long Term Care Internship I**

Semester II

LTC 113A Psychology of Patient Care
LTC 113G Group Activities
LTC 223 Long Term Care Internship Seminar II
LTC 223A* Long Term Care Internship II**
LTC 224A Nutrition and Quantity Foods

**Upon satisfactory completion of the asterisked courses above, the student would have completed the requirements of the 200 Hour Nursing Home Administrator's Certification Program.*

***The LTC Internship is 20 hours per week in a supervised on-job-training in a nursing home facility.*

Management Curriculum

First Year

Semester I

BA 113B Introduction to Business
ENG 113 Composition and Rhetoric
MGT 113A* Professional Development Seminar I
or Approved Elective
MGT 113B Principles of Management
MGT 113C Human Relations in Management
PSY 111 Freshman Orientation

Semester II

CS 113C Computer Literacy
ENG 223B Technical Report Writing
HPE 111 Health Concepts
MGT 123 Principles of Marketing
MGT 123A* Professional Development Seminar II
or Approved Elective
MTH 123E Applied Mathematics

Second Year

Semester III

BA 113A Elementary Accounting
or
BA 214 Principles of Financial Accounting
ECO 213 Principles of Economics
MGT 213 Advertising and Promotion
MGT 213A* Professional Development Seminar III
or Approved Elective
MGT 213B Personnel Management

Semester IV

SPH 223A Business and Professional Speaking
MGT 223 Salesmanship
MGT 223A* Professional Development Seminar IV
or Approved Elective
MGT 223B Introduction to Public Relations
Approved Elective

**A management internship includes twenty hours of supervised work experience each week, with a one-hour related weekly seminar. Students are limited to only one internship course per semester.*

***Approved Electives:** MGT 113S, SPH 213I, FMR 223, FMR 223B, BA 213L, OFT 113M, OFT 123W, CS 113A, ENG 1[illegible] SPN 113, SPN 114, SPN 124, ECO 223, BA 214, BA 224.*

Medical Laboratory Technician Curriculum**

First Year

Semester I

ENG 113* Composition and Rhetoric
BIO 114D Anatomy and Physiology
MED 113 Basic for Allied Health Service
BIO 114A Microbiology
PSY 111 Freshman Orientation
HPE 111 Health Concepts

Semester II

CHM 114 General Chemistry
MTH 113* Algebra
MED 123 Clinical Microbiology
BIO 124D Anatomy and Physiology
MED 123A Special Clinical Microbiology

Summer Semester II

MED 123S Clinical Practice I
Psychology/Sociology Elective

Second Year

Semester III

CHM 124 General Chemistry
MED 213A Medical Laboratory Techniques I
MED 213C Clinical Chemistry
MED 223A Medical Laboratory Techniques II
ENG 123 Composition and Rhetoric
or
ENG 223B Technical Report Writing

Semester IV

MED 226 Clinical Practice II
MED 226A Clinical Practice III

Summer Semester I

MED 216S Clinical Practice IV

**Student placement in English and mathematics classes is based upon results of tests and subjects completed before admission.*

***Pending approval from the Coordinating Board.*

Medical Office Managment Curriculum

(Certificate of Proficiency)

Semester I

MOM 113 Medical Terminology
MOM 113A Medical Office Procedures I
BA 113A Elementary Accounting
MGT 113C Human Relations
OFT 113R Business English
CS 113C Computer Literacy

Semester II

MOM 123A Medical Office Procedures II
MOM 123 Medical Terminology and Transcript
OFT 123W Word Processing I
or
OFT 213W Word Processing II
OFT 223F Administrative Office Management
OFT 113M Business Math/Calculators
OFT 123C Business Communications

Mineral Land Management Curriculum

Semester I

REM 113 Real Estate Principles
REM 113B Introduction to Land Records
OFT 113T Beginning Typing
or Approved Elective
REM 213L Oil and Gas Law
ENG 113 Composition and Rhetoric

Semester II

REM 213 Methods in Land Title Investigation
REM 123 Real Estate Law
DFT 123R Drafting for Real Estate
SPH 223A Business and Professional Speaking
ENG 223B Technical Report Writing
or Approved Elective

Approved Electives: BA 113A, REM 113D, DFT 223C, MMG 113C, REM 123B, GOV 213, GOV 223, PT 113, GEO 11

Mineral Lease Records Curriculum

First Year

Semester I

ENG 113 Composition and Rhetoric
GEO 114 General Geology
CS 113C Computer Literacy
REM 113 Real Estate Principles
REM 113B Introduction to Land Records
PSY 111 Freshman Orientation

Semester II

REM 123 Real Estate Law
BA 214 Principles of Accounting
MTH 123E Applied Mathematics
ECO 213 Principles of Economics
REM 213 Methods in Title Investigation
HPE 111 Health Concepts

Second Year

Semester III

ENG 223B Technical Report Writing
REM 213E Land Title Problems
DFT 223B Map Drafting
REM 213L Oil and Gas Law
SPH 223A Business and Professional Speaking

Semester IV

GOV 223 American State Government
REM 223E Contracts and Negotiable Instruments
MGT 113C Human Relations
or
REM 213C Real Estate Internship
REM 223G Railroad Commission Filings
REM 223L Land Records Management

Nursing, Associate Degree (ADN) Curriculum

First Year

Summer Session II

ENG 113 Composition and Rhetoric
PSY 213 Introduction to Psychology

Semester I

NSG 112A* Special Topics
NSG 117A* Nursing I
BIO 114D* + Anatomy and Physiology (prior to Summer I 1983, BIO 113B)
PSY 111 Freshman Orientation
HPE 111** Health Concepts

Semester II

NSG 129 Nursing II
BIO 124D* + Anatomy and Physiology (prior to Fall 1983, BIO 123B)
SOC 213 Introduction to Sociology

Summer Session I

ENG 123 Composition and Rhetoric
PSY 223A Child Growth and Development

Second Year

Semester III

NSG 225 Nursing III (8 weeks)
NSG 225A Nursing IV (8 weeks)
BIO 114A* + Microbiology

Semester IV

NSG 235 Nursing V (8 weeks)
NSG 235A Nursing VI (8 weeks)
Free Elective (3 semester hours)

Non-nursing courses may be taken prior to acceptance to the ADN program. Beginning with first year admissions, fall 1989, all science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

**Must be taken concurrently with nursing courses scheduled if no previous credit with grade of "C" or better.*

+ Will be completed at TJC when taken after enrollment in the ADN program. Exceptions must be approved by the program coordinator and the dean of science and mathematics.

***HPE 111 Health Concepts must be completed before graduation according to college policy.*

ADN-LVN Transition Curriculum

First Year

Prerequisites to Second Year

ENG 113 Composition and Rhetoric
ENG 123 Composition & Rhetoric
PSY 213 Introduction to Psychology
PSY 223A Child Growth and Development
SOC 213 Introduction to Sociology
HPE 111* Health Concepts

Prerequisites to NSG 115

BIO 114D Anatomy and Physiology
BIO 124D Anatomy and Physiology

Semester I, II or Summer Session

NSG 115 LVN Transition

Second Year

See Semesters III and IV of traditional curriculum.

***HPE 111 Health Concepts must be completed before graduation according to college policy.*

Beginning with first year admissions, fall 1989, all science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

Nursing, Vocational (VNE) Curriculum

Semester I (16 weeks)

VNE 113 Health Maintenance
VNE 114 Science for VNE
VNE 114A Med/Surg Nursing I
VNE 116 Essentials of Nursing

Semester II (18 weeks)

VNE 123 Nursing Care of Children
VNE 123A Maternity Nursing
VNE 128 Med/Surg Nursing II

Summer Session (14 weeks)

VNE 137 Long Term Care Nursing
VNE 137A Community Health Nursing

Office Technology Curriculum*

(General Office Option)

First Year

Semester I

BA 113A Elementary Accounting
OFT 113M Business Math/Calculators
OFT 113F Office Procedures
OFT 113R Business English
OFT 123T Intermediate Typing
PSY 111 Freshman Orientation

Semester II

HPE 111 Health Concepts
BA 123A Elementary Accounting
OFT 122 Machine Transcription
OFT 123C Business Communications
OFT 123W Word Processing I
OFT 213F Advanced Secretarial Proced
MGT 113C Human Relations

Second Year

Semester III

BA 213L Business Law
ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
OFT 213T Advanced Typing
OFT 213W Word Processing II
Behavioral or Social Science Elective

Semester IV

ECO 213 Principles of Economics
ENG 223B Technical Report Writing
OFT 223A Internship **or** Approved Elect
OFT 223F Administrative Office Management
SPH 113A Introduction to Speech Communication

**Approved Electives: OFT 213A, OFT 223A, OFT 213Y, OFT 223Y.*

Office Technology Curriculum*

(Secretarial Option)

First Year

Semester I

OFT 113M Business Math/Calculators
OFT 113F Office Procedures
OFT 113R Business English
OFT 123T Intermediate Typing
OFT 113S Elementary Shorthand
PSY 111 Freshman Orientation

Semester II

OFT 122 Machine Transcription
OFT 123C Business Communications
OFT 123W Word Processing I
OFT 123S Intermediate Shorthand
OFT 213F Advanced Secretarial Procedures
HPE 111 Health Concepts

Second Year

Semester III

BA 113A Elementary Accounting
ENG 113 Composition and Rhetoric
ECO 213 Principles of Economics
OFT 213T Advanced Typing
OFT 213W Word Processing II
Behavioral or Social Science Elective

Semester IV

OFT 223A Internship **or** Approved Elective*
BA 123A Elementary Accounting
OFT 223F Administrative Office Management
SPH 113A Introduction to Speech Communication
ENG 223B Technical Report Writing
MTH 123E Applied Mathematics

**Approved Electives: BA 213L Business Law, OFT 213A, OFT 223A, OFT 213Y, OFT 223Y.*

**Pending approval from the Coordinating Board.*

Optician Technician Curriculum

First Year

Semester I

OD 114 Ophthalmic Materials and Lab I
OD 116 Ophthalmic Dispensing I
OD 113A Anatomy and Physiology of the Eye
OD 113C Optics I
OD 112 Office Procedures, Ethics and Insurance

Semester II

OD 123C Contact Lenses
OD 123D Seminar
OD 124 Ophthalmic Dispensing II
OD 123E Optics II
OD 123F Ophthalmic Materials and Lab II

Summer Session (6 weeks)
OD 115 Applied Laboratory

Ornamental Horticulture Curriculum*

First Year

Semester I

ENG 113 Composition and Rhetoric
HRT 113A Landscape Plant Materials
HRT 123A Herbaceous and Tropical Plants
HRT 213 Greenhouse Horticulture
MTH 123E Applied Mathematics II
PSY 111 Freshman Orientation

Semester II

BA 113A Elementary Accounting
AGR 123B Horticulture
HRT 123B Floral Design I
HRT 123C Landscape Maintenance
MTH 113C Computers and Information Processing
HPE 111 Health Concepts

Second Year

Semester III

MGT 113S Small Business Operations
HRT 213A Nursery Operation
HRT 213C Floral Design II
HRT 213E Greenhouse Crop Production
Social/Behavioral Science Elective
Speech Elective

Semester IV

BIO 124B Botany
HRT 214 Fundamentals of Design and Landscaping
HRT 223 Ornamental Crop Production
HRT 223D Landscape Development
HRT 223P Horticulture Pest Control and Chemicals

**Pending approval from the Coordinating Board.*

Postal Management Curriculum

First Year

Semester I

ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
MGT 113B Principles of Management
PMT 113 Introduction to Postal Service
PMT 113A Mail Processing
PSY 111 Freshman Orientation

Semester II

ENG 223B Technical Report Writing
SPH 223A Business and Professional Speaking
MGT 223B Public Relations
PMT 123A Postal Customer Service
PMT 123 Postal Rules and Regulations
HPE 111 Health Concepts

Second Year

Semester III

GOV 213 American Government
CS 113C Computer Literacy
MGT 113C Human Relations
PMT 213 Postal Accounting and Finance Procedures
PMT 213S Seminar I — Training and Employee Development
or Approved Elective

Semester IV

GOV 223 American State Government
Approved Elective
PMT 223S Seminar II — Postal Problem and Analysis or Approved E
PMT 223 Postal Management and Supervision
PMT 223A Employee and Labor Relatio

Suggested Electives: SOC 213, PSY 213, BA 213L, MGT 223, OC 113M, Accounting, Typewriting.

Radiologic Technology Curriculum***

First Year

Semester I (16 weeks)

PSY 111 Freshman Orientation
ENG 113* Composition and Rhetoric
PHY 113 Physics Problems
XRT 111 Methods of Patient Care
XRT 113 Radiologic Technology I
XRT 113C Clinical Education I
XRT 113B Human Structure and Function I

Semester II (XRT courses: 18 wks.)

PHY 123X Radiologic Physics
XRT 123A Radiologic Technology II
XRT 123C Clinical Education II
XRT 123B Human Structure and Function II
HPE 111 Health Concepts of Physical Fitness

Summer Session (13 weeks)

XRT 116S Clinical Education III
XRT 222A Pathology

Second Year

Semester III (16 weeks)

XRT 211 Clinical Education IV
XRT 213C Radiologic Technology III
XRT 213A Radiobiology and Protection
XRT 213B Imaging
Social/Behavioral Science Elective

Semester IV (XRT courses: 18 wks.)

ENG 223B** Technical Report Writing
XRT 221 Clinical Education V
XRT 221A Department Administration
XRT 222 Quality Assurance
XRT 223A Radiologic Technology IV
MTH 113C Computers and Information Processing

Summer Session (13 weeks)

XRT 216S Clinical Education VI
XRT 212S Seminar

**Student placement in English is based upon the results of tests and subjects completed before admission.*

***May substitute ENG 123.*

****Pending approval from the Coordinating Board.*

Real Estate Management Curriculum

First Year

Semester I

ENG 113 Composition and Rhetoric
CS 113C Computer Literacy
REM 113* Principles of Real Estate
REM 113D* Real Estate Math
REM 113E* Real Estate Marketing
PSY 111 Freshman Orientation

Semester II

DFT 123R Drafting for Real Estate
REM 123* Real Estate Law
REM 123A* Real Estate Finance
REM 123L* Real Estate Law Contracts
ENG 223B Technical Report Writing
HPE 111 Health Concepts

Second Year

Semester III

REM 123B* Real Estate Appraisal I
REM 113B Introduction to Land Records
or Approved REM Elective
REM 213C Real Estate Internship
or Approved Elective
REM 213L Oil and Gas Law
SPH 223A Business and Professional Speaking
MTH 123E Applied Mathematics

Semester IV

ECO 213 Principles of Economics
REM 223C Real Estate Internship
or Approved Elective
REM 223B Real Estate Brokerage
or Approved Elective
REM 223 Property Management
BA 214 Principles of Financial Accounti
or
BA 113A Elementary Accounting

Approved Electives: REM 223A, REM 213B, REM 223D, REM 223F, REM 213D.

**Denotes core Real Estate courses as designed by the Texas Real Estate Commission.*

Recreation: Tennis Teaching Curriculum***

First Year

Semester I

ENG 113 Composition and Rhetoric
BA 113A* Elementary Accounting
REC 113 Individual Tennis Instruction
REC 113S Tennis Seminar
REC 112L** Tennis Teaching Lab I
PSY 111 Freshman Orientation

Semester II

ENG 123 Composition and Rhetoric
BA 123A* Elementary Accounting
REC 122L** Tennis Teaching Lab II
REC 123A Scientific Approach to Tennis Teaching
REC 123G Group Dynamics Tennis Instruction
REC 123S Tennis Seminar II
HPE 111 Health Concepts

Summer Semester

REC 114S Summer Tennis Experience (Lab)
or
REC 112S Summer Tennis Experience

Second Year

Semester III

BA 113B Introduction to Business
SPH 113A Speech
REC 213C Tennis Camp and Club Management
REC 212L** Tennis Teaching Lab II
REC 213S Tennis Seminar III
Social/Behavioral Science Elective

Semester IV

BA 213L Business Law
Sociology Elective
REC 223E Contemporary Concepts in Tennis Instruction
REC 222L** Tennis Teaching Lab IV
REC 223S Tennis Seminar IV
MTH 113C Computers and Information Processing

BA 214 may be substituted for BA 113A and BA 123A.

***Must be taken concurrently with a Tennis Seminar.*

****Pending approval from the Coordinating Board.*

Respiratory Therapy Technology Curriculum

(Certification Option)

Semester I

RT 112 Cardiopulmonary Anatomy and Physiology I
RT 113 Basic Skills
RT 114 Clinical Orientation
RT 114A Technology I
MTH 113C* Computers and Information Processing
PSY 111 Freshman Orientation

Summer Session I

RT 115S Clinical Experience I

Semester II

RT 121 Pediatric Care
RT 122 Pharmacology I
RT 123 Clinical Laboratory
RT 123A Pathology
RT 124 Technology II
BIO 114D Anatomy and Physiology

Summer Session II

RT 125S Clinical Experience II

Student placement in mathematics is based upon the results of tests and subjects completed before admission.

Respiratory Therapy Technology Curriculum

(Registry Option)

First Year

Semester I

RT 112 Cardiopulmonary Anatomy and Physiology I
RT 113 Basic Skills
RT 114 Clinical Orientation
RT 114A Technology I
MTH 113C* Computers and Information Processing
PSY 111 Freshman Orientation

Summer Session I

RT 112S Equipment Instrumentation
ENG 113* Composition and Rhetoric

Semester II

RT 121 Pediatric Care
RT 122 Pharmacology I
RT 123 Clinical Laboratory
RT 123A Pathology
RT 124 Technology II
BIO 114D Anatomy and Physiology

Summer Session II

RT 123S Cardiopulmonary Anatomy and Physiology II

Second Year

Semester III

RT 213 Clinical Practice I
RT 213A Advanced Cardiopulmonary Topics
RT 214 Tech III
BIO 114A Microbiology
Social/Behavioral Science Elective

Summer Session I

RT 213S Clinical Practice III
RT 213B Seminar and Care Planning

Semester IV

RT 223 Clinical Practice II
RT 223A Applied Cardiopulmonary Pathology
RT 223B Management and Education
BIO 124D Anatomy and Physiology
CHM 113D Elementary Chemistry
HPE 111 Health Concepts of Physical Fitness

Summer Session II

RT 226S Clinical Practice IV

**Student placement in English and mathematics are based upon the results of tests and subjects completed before admission.*

Respiratory Therapy Technology
CRTT-RRT Transition Curriculum

Prerequisites to Second Year:
Must be a graduate of a traditional College-Based AMA and JRCRTE Accredited Certification Program.

BIO 114D

MTH 113C (Exempt for those who have taken MTH 113E before 1987).

Second Year

Semester III

RT 213 Clinical Practice I
RT 213A Advanced Cardiopulmonary Topics
RT 214 Technology III
BIO 114A Microbiology
Social/Behavioral Science Elective

Semester IV

RT 223 Clinical Practice II
RT 223A Applied Cardiopulmonary Pathology
RT 223B Management and Education
BIO 124D Anatomy and Physiology
CHM 113D Elementary Chemistry
HPE 111 Health Concepts of Physical Fitness

Summer Session I

ENG 113 Composition and Rhetoric
RT 213B Seminar and Care Planning

Summer Session II

RT 123S Cardiopulmonary Anatomy

Surveying Curriculum*

First Year

Semester I

ENG 113 Composition and Rhetoric
MTH 123E Applied Mathematics
PSY 111 Freshman Orientation
SUR 113 Introduction to Surveying
SUR 113A Surveying Measurements Practice
SUR 113B Surveying Calculations I

Semester II

ENG 223B Technical Report Writing
HPE 111 Health Concepts
CS 113C Computer Literacy
SUR 123 Land Surveying
SUR 123A Land Surveying Practice
SUR 123B Surveying Calculations II

Second Year

Semester III

DFT 213G Computer-Aided Drafting
MTH 113T Applied Trigonometry
Behavioral or Social Science Elective
SUR 213 Topographic Surveying and Mapping
SUR 213A Field Mapping Practice
SUR 223B Legal Principles I

Semester IV

DFT 223B Map Drafting
Approved Elective
SPH 223A Business and Professional Speaking
SUR 223 Route Surveying
SUR 223A Route Surveying Practice
SUR 223D Legal Principles II

Approved Electives: SUR 113C, SUR 123C, SUR 213C, SUR 223C, DFT 113A, DFT 223G, REM 113, REM 113B, REM 213, MGT 113C, MGT 113B, Government, History, Economics, Geology, Psychology and Sociology.
****Pending approval from the Coordinating Board.***

Welding Technology Curriculum*

First Year

Semester I

WLD 113B Introduction to Oxy-Acetylene Welding
WLD 113C Introduction to Arc Welding
DFT 113A Mechanical Drawing I
MTH 123E Applied Mathematics or Higher Mathematics
Approved Elective**
PSY 111 Freshman Orientation

Semester II

WLD 123B Advanced Oxy-Acetylene Welding
WLD 123C Advanced Arc Welding
DFT 123B Mechanical Drafting II
Social or Behavioral Science Elective
Approved Elective**
HPE 111 Health Concepts

Second Year

Semester III

WLD 213A Introduction to Pipe Welding
WLD 213B Introduction to M.I.G. and T.I.G. Welding
ENG 113 Composition and Rhetoric
MGT 213B Personnel Management
CS 113C Computer Literacy

Semester IV

WLD 223A Advanced Pipe Welding
WLD 223B Advanced M.I.T. and T.I.G. Welding
ENG 223B Technical Report Writing
SPH 223A Business and Professional Speaking
Approved Elective**

***Approved Electives: Government, History, MTH 113T, MTH 113, BA 113B, DFT 213P, DFT 223P, DFT 223S, RMG 223E, Lab Science, AC 213W, Psychology, Sociology, Economics and Geology.*

**Pending approval from the Coordinating Board.*

The Apache Band has enjoyed a rich musical heritage since its beginning in the late 1940's. They showcase the renowned Apache Belles, provide halftime entertainment for TJC athletic events, and travel nationwide to entertain dignitaries. They have played for senators, governors and presidents including Gerald Ford when he visited Tyler.

Degrees, Certificates and Graduation

General Requirements for all Degrees

The following general requirements must be met by all students receiving associate degrees:

1. The student must apply for a degree in a specific concentration by the published deadline.
2. The student must complete 62 acceptable credit hours of work with an average grade of at least "C".
3. Fifteen of the last 21 credit hours must be completed at Tyler Junior College. At least 15 credit hours of work must be of sophomore level.
4. Students who graduate are required to attend the commencement exercises unless excused.
5. A student must apply for a degree during the year he/she last attended Tyler Junior College.
6. A student seeking any associate degree must complete Health Physical Education 111 — Health Concepts of Physical Education.
7. Psychology 111 requirement. The freshman orientation class is required of all full-time day students during their first semester of enrollment or during one of the summer orientation sessions held prior to fall semesters.

Associate in Arts Degree

Tyler Junior College offers the Associate in Arts Degree to students completing the general requirements for all degrees, the general degree requirements for the Associate in Arts Degree and those courses required for concentrations in the disciplines listed in this catalog.

The general degree requirements for the Associate in Arts Degree are:

1. ENGLISH 113 and 123 (6 credit hours)
2. HISTORY 213 and 223 (6 credit hours) Students may substitute one of these courses with another American or state history course. Students should check the history department of the senior college to which they intend to transfer.
3. GOVERNMENT 213 and 223 (6 credit hours)
4. HEALTH AND PHYSICAL EDUCATION 111 and one additional HPE activity course.

NOTE: In all Associate in Arts degree plans, several disciplines are suggested as electives. *Social science* includes history, government, economics, sociology and psychology. *Humanities* include philosophy, literature, foreign language, music, theatre, art, journalism, speech, dance and Bible. *Natural science* includes chemistry, biology, geology, physics, astronomy and mathematics. *Laboratory science* includes chemistry, biology, geology, physics and astronomy.

Associate in Applied Science Degree

Tyler Junior College offers the Associate in Applied Science Degree to students completing those courses in the following programs as outlined in this catalog:

- Air Conditioning and Refrigeration
- Associate Degree Nursing
- Bank Management
- Computer Science
- Criminal Justice
- Dental Hygiene
- Drafting
- Electronics
- Farm and Ranch Management
- Fashion Merchandising and Retailing
- Fire Protection
- General Business
- General Office Occupations
- Graphic Arts/Photography
- Legal Assistant
- Management
- Medical Laboratory Technician
- Mineral Lease Records
- Office Technology
- Ornamental Horticulture
- Postal Management
- Power Technology
- Radiologic Technology
- Real Estate Management
- Recreation Leadership-Tennis Teaching
- Respiratory Therapy
- Surveying
- Welding

All sophomore courses in a student's major subject must be completed at Tyler Junior College unless otherwise approved by the appropriate dean. Health science students should check specific graduation requirements for their program.

Proficiency Certificates

Students completing with a minimum of a "C" average all courses in their major in the following degree plans are awarded Certificates of Proficiency:

- Air Conditioning and Refrigeration
- Bank Management
- Computer Science
- Criminal Justice
- Drafting
- Electronics
- Farm and Ranch Management
- Fashion Merchandising and Retailing
- Fire Protection
- General Business
- Graphic Arts/Photography
- Legal Assistant
- Management
- Office Technology
- Ornamental Horticulture
- Postal Management
- Real Estate Management
- Surveying
- Welding

Designated proficiency certificate programs are:

- Computer Science — one-year program
- Medical Office Management
- Microcomputer Repair
- Mineral Land Management
- Office Technology — one-year program

In the following health science programs, Certificates of Proficiency will be awarded provided each required course is completed with a minimum grade of "C":

- Long Term Care Administration
- Optician Technician
- Respiratory Therapy
- Vocational Nursing

Additional Degrees

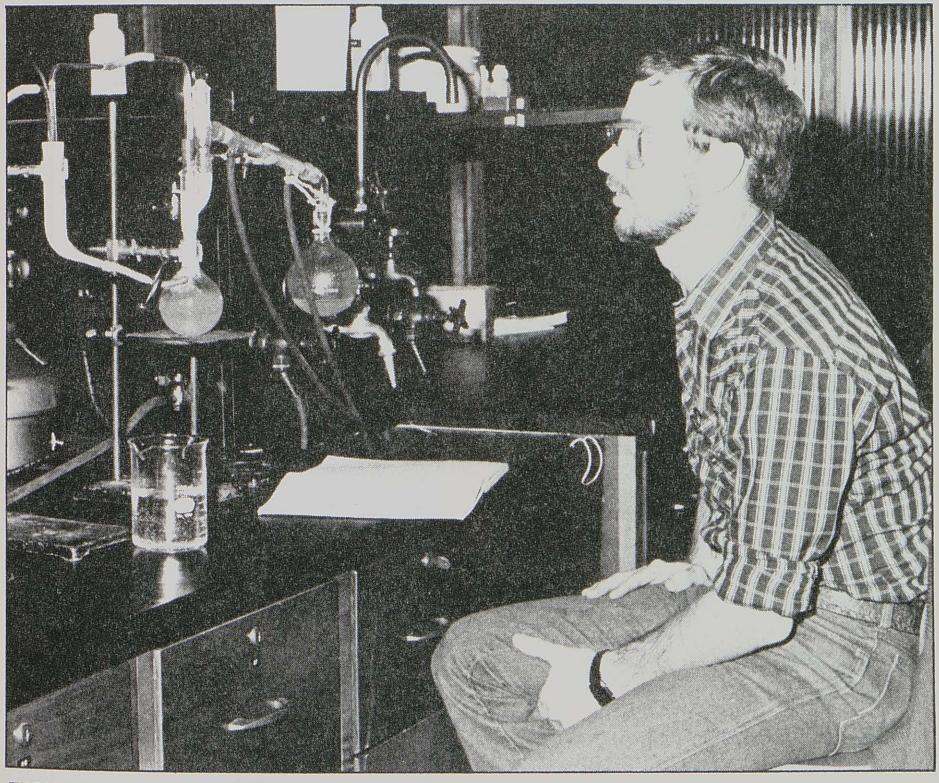
An additional associate degree may be conferred if all requirements for both degrees have been satisfactorily completed and at least 30 additional semester hours credit have been earned.

An associate degree and a certificate of proficiency may both be awarded if the student has completed all requirements for both a degree and a certificate and has at least 15 hours additional credit above the requirement for the degree.

Student Responsibility

Each student is responsible for seeking advice, for knowing and meeting the requirements for the degree program of his or her interest, for enrolling in courses appropriate for that degree program and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

The College awards the Associate in Arts Degree and the Associate in Applied Science Degree to students who complete both the general and specific requirements as set forth for the particular program desired and who make proper application to the registrar for the degree.



TJC's laboratories provide opportunities for scientific experiments and learning experiences.

Graduation Under a Particular Catalog

To receive a degree from Tyler Junior College, a student must fulfill degree requirements as set forth in a catalog under which he/she is entitled to graduate. A student is entitled to graduate under the current catalog or any other catalog in force when the student was enrolled, but the catalog must be within the last five catalogs.

Dates of Graduation

Degrees will be dated the semester which they are applied. Students who meet graduation requirements may be awarded degrees or certificates three times a year — in May, August and December. A commencement ceremony is held at the close of the spring semester. Students wishing to participate in this ceremony must apply for their degree in the spring semester.

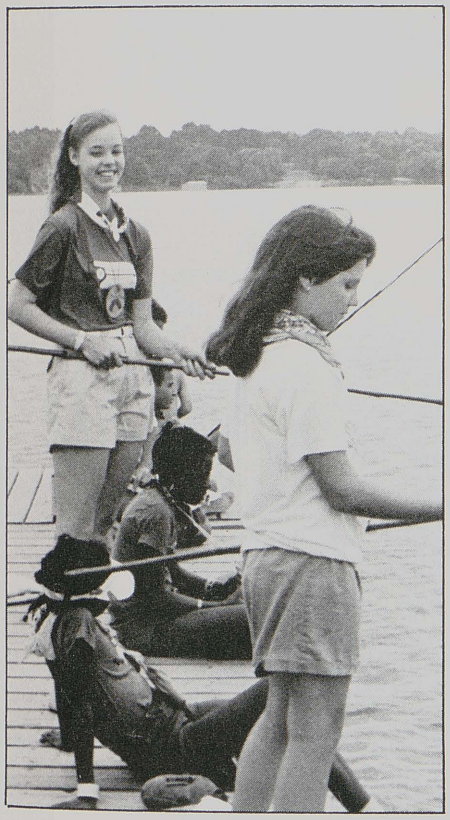
Graduation Application Deadlines

It will be the responsibility of the students to apply for the appropriate degree or certificate for which they feel they are eligible. Graduation fees must be paid at the time of application for degree or certificate. The deadline for applying for a degree or certificate for the spring semester will be March 1. The deadline for applying for a degree or certificate at the end of summer terms will be August 1. The deadline for applying for a degree or certificate at the end of the fall semester will be October 1.

Graduation is a new beginning.

Continuing Education/ Community Services

In accordance with its stated objectives, Tyler Junior College offers a large variety of non-credit educational courses specifically designed for adult citizens who desire to improve their technical, professional, cultural or social learning beyond their present level of education. Most classes are designed to provide opportunities for individuals to continue in the academic or technical areas, but students may enroll in classes for creative activity, cultural endeavor or recreational activity.



Continuing Education/Community Services provide non-credit classes in technical and academic areas, as well as recreational activities.

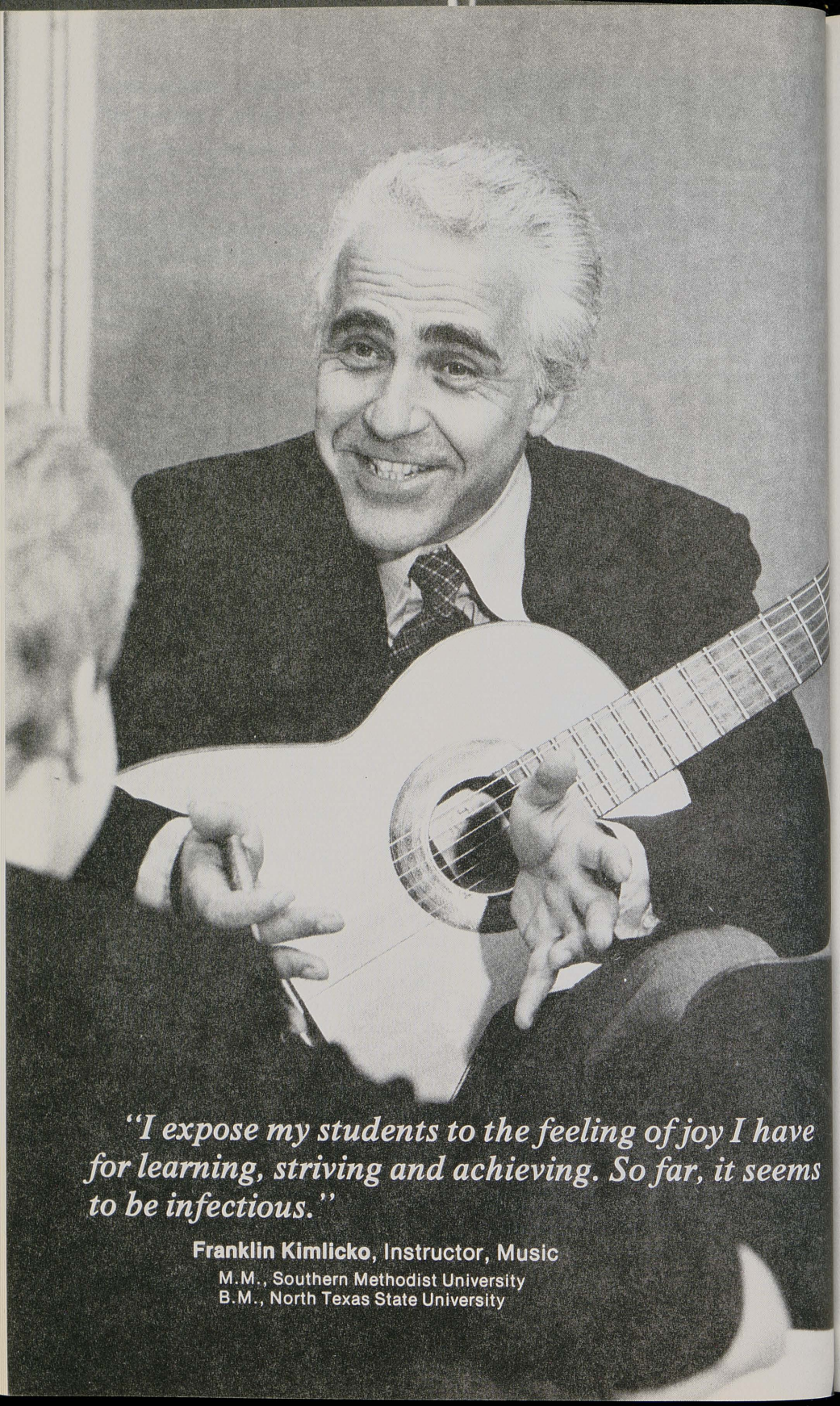
Basically, the continuing education programs offer:

1. Adult Vocational Education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Community service for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in-house" to meet specific job upgrading and mobility needs of individual organizations.

Classes are offered during the day or in the evening and are provided when a sufficient number of students are enrolled. Non-credit courses are open to interested adults without regard to eligibility for admission to college-credit programs.

Tyler Junior College will award the Continuing Education Unit (CEU) to adults who participate in approved, non-credit continuing education activities administered by Tyler Junior College. One CEU is equal to 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. In no instance should the award of CEU be equated with college credit applicable toward a degree.

For more information concerning continuing education programs, contact the dean of continuing education at **214/597-1536.**



"I expose my students to the feeling of joy I have for learning, striving and achieving. So far, it seems to be infectious."

Franklin Kimlicko, Instructor, Music
M.M., Southern Methodist University
B.M., North Texas State University

What You Can Expect

Course Descriptions

Agriculture

A student majoring in agriculture should see a Tyler Junior College faculty advisor for help in completing a degree plan.

AGR 114 (Formerly AGR 113) **General Animal Husbandry** (3-3)
Livestock and livestock industry, reproduction, nutrition, management and marketing of beef cattle, horses, swine and sheep with labs including breeds, market classes and judging.

AGR 113B Dairying (2-2)
The Dairy industry, dairy products, basic principles and practices of modern dairy farm management, breeding, feeding and milk harvesting with lab stressing breeds, judging, sire selection and equipment.

AGR 113E Introduction to Agricultural Economics (3-0)
Characteristics of economic systems and basic economic concepts including organization and management of agriculture businesses, finance, marketing and government farm programs.

AGR 114A General Entomology (3-2)
Principal orders of insects, their anatomy and physiology, life cycle and economic importance as well as insecticides and alternative control methods for agricultural pests.

AGR 124 (Formerly AGR 123) **Fundamentals of Crop Production** (3-3)
Structure and function of crop plants, classification, distribution, cultural practices, fertilization, harvesting, marketing and survey of major world crops while stressing importance of crop production in world affairs.

AGR 123B Horticulture (2-3)
Structure and growth of horticultural plants, selection, propagation, fertilization, care, harvesting of fruits, nuts and vegetables together with the care and use of ornamentals in home landscape.

AGR 123D Wildlife Management (3-0)
Wildlife resources of the United States with special reference to Texas while emphasizing the interrelationship of plants and animals in our environment with plans and methods of rehabilitation and increase of the desirable species.

AGR 213 Livestock Evaluation (3-3)
Origin, history and breed characteristics of livestock, breed organizations, performance testing and selection, live animal evaluation and the development of livestock judging techniques.

AGR 223A Farm Shop (1-4)
Basic skills in arc and oxyacetylene welding, soldering, hot and cold metal work, sheetmetal work, cutting metal and brazing along with concrete construction, farm plumbing and fitting of farm tools.

Air Conditioning and Refrigeration 7221

Students successfully completing this program receive the Associate in Applied Science Degree.

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning equipment. The required technical information is presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen,

salesmen and others in the field.

Students in this program are required to furnish their own hand tools for use in laboratory classes.

AC 113 Introduction to Air Conditioning and Refrigeration (2-4)

An introductory course designed to acquaint the student with practical heating and cooling problems, terminology and the study of psychrometric principles.

AC 113A Fundamentals of Refrigeration (2-4)

An introduction to terminology, laws of refrigeration, processes and procedures associated with refrigeration applications.
Prerequisite: Taken concurrently with AC 113 or consent of the instructor.

AC 113D Fundamentals of Electricity (2-2)

Air conditioning circuits, electron theory, AC theory, single phase and three phase power distribution, capacitance, electric motors and motor controls.

AC 113S Solor Systems Design and Installation (2-4)

Design, installation and maintenance of solar systems.

AC 123A Refrigeration Machines and Commercial Refrigeration (2-4)

Refrigeration machines, their component parts and accessories, installation, maintenance and servicing procedures.
Prerequisites: AC 113A, 113D, 123B, or consent of the instructor.

AC 123B Blueprint Reading (3-0)

A study of blueprints used in the construction industry and the use of blueprints to determine location and installation of heating and air conditioning equipment.

AC 123D Automatic Controls I (2-2)

Automatic controls, control systems, component parts and related equipment.
Prerequisite: AC 113D or consent of the instructor.

AC 213A Heating (2-4)

The principles of heating with gas, electric, hot water or steam systems including an introduction to the installation and service of heating equipment.
Prerequisite: AC 113D, AC 123B, or consent of the instructor.

AC 213W Air Conditioning Welding Procedures (1-5)

Designed to provide entry level skills including basic shielded metal arc welding and welding of dissimilar metals.

AC 223A Air Conditioning Systems Design (2-4)

All elements of air conditioning applications and design into a complete and applicable system.
Prerequisite: AC 123A or consent of the instructor.

AC 223B Installation and Maintenance of Air Conditioning Systems (2-4)

A study of installation and maintenance procedures and problems of air conditioning systems with consideration of sight selection and placement of related equipment components.
Prerequisite: AC 113A, AC 123B, AC 223A or consent of the instructor.

AC 223C Automatic Controls II (2-2)

An advanced study of automatic controls, modular controls, activator controls, sequencer and step controls and advanced wiring diagrams and schematics.
Prerequisite: AC 123A, AC 123D or consent of the instructor.

Art

A student majoring in art should see a Tyler Junior College faculty advisor for help in completing a course plan. Students planning to transfer art credit on a bachelors degree are required to prepare and retain a portfolio of their work to facilitate their transfer.

ART 113A Art Appreciation (3-0)
A Humanities course open to all featuring principles of design from the layman's point of view, a general introduction to selected works of visual art and some hands-on experience in drawing, painting and sculpture for a deeper appreciation of the creative process.

ART 113D Design I (3-3)
The art elements and principles with emphasis upon two-dimensional designs using a wide range of media and techniques.

ART 113E Drawing I (3-3)
Still lifes, landscapes and architectural subjects with emphasis upon drawing skills including line, value, proportion and perspective through the use of a wide variety of drawing media and techniques.

ART 114B Art for Pre-and Elementary School (3-3)
Methods of teaching and forming a curriculum in art, art elements and principles explored through a wide variety of techniques and media in creative two- and three-dimensional design projects and art appreciation and critique included in this course for preschool and elementary teachers.

ART 123D Design II (3-3)
Three dimensional design concepts.

ART 123E Drawing II (3-3)
The head and human figure using various media and techniques including basic skeletal and muscular structure of the human figure as related to drawing.

ART 213 History of Art I (3-0)
Painting, sculpture, architecture and crafts from prehistoric time to the end of the Middle Ages through the use of critical and analytical slide illustrated lectures and text study.

ART 213C Ceramics I (3-3)
Basic ceramic process, materials and techniques, plus hand building, glazing and firing procedure with an introduction to the use of the potter's wheel.

ART 213L Weaving I (3-3)
Introductory weaving, exploratory studies in the use of textiles as a form of art, the use of simple hand looms and introduction to operation of the floor loom.

ART 213O Painting I (3-3)
An introduction to the problems of painting and composition in oil and/or acrylic media including color and value mixing charts, simple objects, still lifes and landscapes done in an objective and representational manner.

ART 223 History of Art II (3-0)
Painting, sculpture, architecture, and crafts from early Renaissance time to the present through critical and analytical slide illustrated lectures and text study.

ART 223C Ceramics II (3-3)
Problems in ceramics with personal and professional development in forming and decorating techniques as well as mastery of potter's wheel and glaze calculation.

ART 223L Weaving II (3-3)
A continuation of Art 213L.

ART 223O Painting II (3-3)
A continuation of Art 213O with emphasis on more creative and experimental areas of painting styles with a wide range of subjects and techniques including abstraction and non-objective art.

ART 223W Water Color Painting (3-3)
An introduction to the water color medium as a means of artistic expression in the interpretation of still lifes and landscapes done in a representational manner.

Astronomy

A student majoring in astronomy should see a Tyler Junior College faculty advisor for help in completing a degree plan.

AST 114 Introduction to Astronomy I (3-3)
An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

AST 124 Introduction to Astronomy II (3-3)
An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

Banking 5626

Students successfully completing this program receive the Associate in Applied Science Degree in bank management.

The banking curriculum is designed to provide a student the opportunity to complete various American Institute of Banking diplomas while pursuing the Associate Degree. The banking community assists the educational opportunity by recommending qualified teachers and selecting appropriate textbooks for all A.I.B. courses.

BM 111W Written Communication for Bankers (1-0)
The logical organization and writing of letters and reports utilizing a "thought pattern development" approach.

BM 112S Oral Communications for Bankers (2-0)
A focus on personal communications trouble spots using cross-evaluation and peer reaction.

BM 113 Principles of Banking (3-0)
The fundamentals of bank functions in a descriptive fashion.

BM 113A Bank Accounting (3-0)
Bank accounting principles as applied to typical bank financial statements and the analysis and interpretation and use of financial data in a variety of applications.

BM 113B Savings and Time Deposit Banking (3-0)
The historical development of savings institutions and an awareness of the basic economic function of the saving process.

BM 113C Deposit Operations (3-0)
Bank operations relative to deposit-taking activities and management of deposited funds.

BM 113S Commercial Lending (3-0)
Loan policy, credit investigation, credit techniques and other analysis studies directed toward the executive level.

BM 123A Financial Planning for Bankers (3-0)
The fundamental concepts of planning designed to train bankers to be professional financial planners and to provide them with a general appreciation of the topic and its application to the current banking environment.

BM 123B Law and Banking Applications (3-0)
An introduction to laws pertaining to secure transactions, letters of credit and the bank collection process.

BM 123C Commercial Bank Management (3-0)
A complete introduction to the handling of day-to-day bank activities including the formulation of objectives and policies, management of assets and liabilities and administration of deposits and loans.

BM 123S Money and Banking (3-0)
Basic monetary theory, economic stabilization, types of spending, gold, limitations of bank control and government policy.

BM 213B Trust Business (3-0)
Services rendered by institutions engaged in the trust business and the distinction between business and legal aspects of trust functions.

BM 213D Trust Management (3-0)
Specific topics concerning the trust department.

BM 213E Commercial Banking (3-0)
Topics and issues which bankers must be prepared to address and discuss in the quest for solutions and responses.

BM 223 Consumer Lending (3-0)
Establishing credit, obtaining and checking credit information, servicing the loan and collecting the amounts due.

BM 223A Analyzing Financial Statements (3-0)
A review of basic accounting and a study of financial statements and financial statement analysis.

BM 223C Professional Development Training (1-20)
Requires on-the-job training and provides for the development of the student's banking and management skills in handling job situations. Provides for professional growth. Uses financial data in a variety of applications.

BM 223D Consumer Credit Analysis (3-0)
Designed for individuals who understand the basics of consumer lending and its function within a bank but need specific training on the aspects of making a consumer loan.

BM 223E Law and Banking Principles (3-0)
Banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code.

BM 223G Marketing for Bankers (3-0)
The basics of public relations, both internal and external.

BM 223H Bank Investments and Funds Management (3-0)
Principles from which a student can derive an adequate philosophy of funds management and the differences between practices in large banks and smaller banks.

Bible

Bible courses for college credit at Tyler Junior College are taught in the Baptist Bible chair, Wesley Foundation Methodist Bible chair, the Church of Christ Bible chair and the nondenominational Bible chair (Community Bible Chair).

The granting of college credit for such courses is on the following basis:

1. All such courses must be based upon comprehensive syllabi approved by Tyler Junior College.
2. Such courses may not be taught from a sectarian view point but must be historical or literary in nature.
3. The teacher of such courses must meet the same standards of academic preparation as required of teachers in other academic disciplines of the College.
4. A maximum of 12 semester hours will be accepted toward a degree.

A student majoring in Bible should see a Tyler Junior College faculty advisor for help in completing a course plan.

BIB 111 Selected Studies in the Old Testament (1-0)
A study involving either an Old Testament book or theme.

BIB 111A Selected Studies in the New Testament (1-0)
A study involving either a New Testament book or theme.

BIB 111B Selected Studies in Church History (1-0)
A general synopsis of church history, a particular era of church history or a history of the Bible.

BIB 111C An Introduction to Christianity (3-0)
A study of theological terms, great Bible themes and a comparison of Christianity with other religions.

BIB 113 Survey of the Old Testament (3-0)
The history, literature and teachings of the Old Testament.

BIB 113G Bible Topics (3-0)
Different topics each semester. May repeat for credit as topics change.

BIB 123 Survey of the New Testament (3-0)
The history, literature and teachings of the New Testament.

BIB 213 Life and Teachings of Jesus (3-0)
The life and teachings of Jesus Christ from the perspective of writers of the Gospels.

BIB 223 Life and Letters of Paul (3-0)
The ministry and thoughts of Paul found in the Acts of the Apostles and in his letters.

BIB 223A World Religions (3-0)
An interpretation of the fundamental insights, concepts and customs of the major religions of the world.

Biology

A student majoring in biology should see a Tyler Junior College faculty advisor for help in completing a degree plan.

BIO 114A Microbiology (3-3)
Characteristics and activities of microorganisms and their relation to health and disease.

BIO 114C Introductory Biology I (3-3)
Concepts of biology relating to the cell, classification, evolution and ecology as well as plants and invertebrates. For the non-science major.

BIO 114D Anatomy and Physiology (3-3)
Anatomy and physiology of the human body oriented toward the allied health sciences.

BIO 114M Biology I (3-3)
Concepts of biology relating to the cell, energy transformations, evolution, ecology tissues and organ systems common to plants and invertebrate animals. For the science major.

BIO 124B General Botany (3-3)
Introduction to the plant kingdom with emphasis on the importance of plants to man including principles of heredity and evolution.

BIO 124C Introductory Biology II (3-3)
Emphasizes the development, structure and function of organ systems in man.
Prerequisite: BIO 114C recommended.

BIO 124D Anatomy and Physiology (3-3)
A continuation of Biology 114D.
Prerequisite: Biology 114D.

BIO 124M Biology II (3-3)
Vertebrate systems emphasizing man as well as principles of heredity and evolution. For the science major.
Prerequisite: BIO 114M recommended.

BIO 213 Environmental Biology (2-3)
Introduction to basic ecological principles, biotic interrelationships in aquatic and terrestrial communities and environmental issues that have national and global effects. Field trips required.

BIO 223F Native Plants (2-3)
Study of plants native to East Texas with special concentration on the wildflowers while lab and field work emphasizes plant family characteristics. Field collections required.

BIO 224 Comparative Vertebrate Anatomy (3-4)
Comparative study of morphology, physiology and phylogeny of vertebrate organ systems. Recommended for biology, pre-medical and pre-dental majors.
Prerequisite: Biology 114M and 124M or 124B.

Business Administration

BA 113A Elementary Accounting (3-0)
Presents the double-entry system for the accounting cycles of a service organization with an emphasis on general and special journals, ledgers, financial statements and payroll.

BA 113B Introduction to Business (3-0)
Provides an over-all picture of business operations, develops a business vocabulary and includes an analysis of the specialized fields within the business organization and of the role of business in modern society. (0604015125)

BA 123A Elementary Accounting (3-0)
A continuation of BA 113A. Emphasis is given to the accounting cycle of a merchandise business including sales, purchases, cash receipts and payments, work sheet, adjusting entries, financial statements and closing entries. Two practice sets are required.
Prerequisite: BA 113A.

BA 213C Computer Applications of Elementary Accounting (2-2)
Characteristics, components and interrelationships of computers and business accounting as well as emphasizing five major accounting systems including the general ledger, depreciation, accounts receivable, accounts payable and payroll.
Prerequisites: BA 113A and BA 123A or BA 214 or consent of program coordinator.

BA 213L Business Law (3-0)
Emphasizes the principles and elements of contracts, sales and warranties, legal aspects of commercial papers, principal-agent relationships, labor law and government-business relationships. (0601015125)

BA 214 Principles of Financial Accounting (3-3)
Includes a study of financial accounting including the fundamentals of double-entry bookkeeping, the accounting cycle for merchandise businesses, adjusting, closing and reversing entries, receivables and payables, payroll, depreciation and other asset valuations. Practice set is required. (0602015125)
Prerequisite: CS 113V or acceptable placement test score.

BA 224 Principles of Managerial Accounting (3-3)
Emphasis on managerial analysis and decision making concepts along with stock and bond investments, changes in financial position, price level changes, financial statement analysis, cost accounting, planning concepts and systems and tax considerations.
Prerequisite: BA 214.

Chemistry

Students that have not studied chemistry in high school are advised to consider completing CHM 113B, Basic Chemistry prior to enrolling in CHM 114, General Chemistry or CHM 113D, Elementary Chemistry.
A student majoring in Chemistry should see a Tyler Junior College faculty advisor for assistance in completing a degree plan.

CHM 113B Basic Chemistry (3-0)
Fundamental principles of chemistry and related mathematics for students with little or no chemistry or science background. Will not be counted in lieu of other chemistry courses listed.

CHM 113D Elementary Chemistry (3-2)
Elementary inorganic, organic and biochemistry suited for persons interested in health science programs.
Note: Neither Chemistry 114I-124I, nor 113D is substituted for Chemistry 114-124 in meeting prerequisites in scientific curricula.

CHM 114 General Chemistry (3-4)
Serves as prerequisite requirement for engineering, medicine, dentistry and other professional courses requiring advance work in chemistry with lab work including introduction to quantitative analysis.

CHM 114I Introductory Chemistry (3-3)
Introduction and non-technical survey of inorganic chemistry with emphasis on role of chemistry in problems of contemporary society. Suited for non-science majors.

CHM 124 General Chemistry (3-4)
Continuation of Chemistry 114. Equilibrium, acid-base concepts, oxidation-reduction systems, reaction rates, electrochemistry and selected topics in nuclear chemistry with lab work including an introduction to volumetric and qualitative analysis.
Prerequisite: Chemistry 114.

CHM 124I Introductory Chemistry (3-3)
Continuation of Chemistry 114I. Survey of organic and biochemistry..
Prerequisite: Chemistry 114I or 114.

CHM 214 Organic Chemistry (3-4)
Chemistry of compounds of carbon emphasizing energy, mechanism of reaction, synthesis, structure of organic molecules, sterochemistry and molecular conformations with lab work including an introduction to gas chromatography.
Prerequisite: Chemistry 124.

CHM 224 Organic Chemistry (3-4)
Continuation of Chemistry 214 with lab work covering the use of infrared spectroscopy.
Prerequisite: Chemistry 214.

Computer Science 6021

The College offers one and two-year programs leading to Certificates of Proficiency and three two-year programs leading to Associate in Applied Science Degrees and an Associate of Arts Degree with a Concentration in Computer Science.

The one-year program leading to a Certificate of Proficiency prepares the student for employment in the fields of computer operations, data preparation and data entry.

The two-year program leading to a Certificate of Proficiency prepares the student for employment in a business programming environment. To qualify for this certificate, the student must satisfactorily complete the computer science courses offered in the two-year degree program.

The two two-year programs lead to an Associate in Applied Science degree in which the student may choose the programming option or microcomputer option.

The other two-year degree, Associate in Arts degree with a Concentration in Computer Science, prepares the student for advancement to an upper-level university.

A student seeking a four-year degree should see a faculty advisor for academic advisement.

CS 111B Software Installation and System Extensions (1-0)
Provides experience using disk operating system extensions. No credit for both CS 123T and CS 111B.

CS 111C Integrated Software (1-0)
Microcomputers using a professional integrated software package. No credit for both CS 123T and CS 111C.

CS 111D Business Software (1-0)
Microcomputers using business software. No credit for both CS 111D and CS CS 123T.

CS 112 Data Entry I (2-1)
Computer keyboard readiness through practical Data Entry concepts and skills.
Prerequisite: Knowledge of keyboard recommended.

CS 113A Introduction To Computers (3-0)
Provides a thorough introduction to the concepts and terminology involving computers. BASIC language included.

CS 113C Computer Literacy (3-3)
Introductory "hands-on" course using microcomputers to study system commands and major software packages.

CS 113K Introduction to Computer Operations (3-3)
Computer operations ranging from microcomputers to large systems with "hands-on" provided.

CS 113L Introduction To Computer Programming Logic (3-0)
Introduction to the concepts and terminology involving structured programming techniques.

CS 113P Computer Programming: PASCAL (3-3)
A study of algorithmic computer solutions and the PASCAL programming language.

CS 113V Business Computer Applications (3-3)
A "hands-on" study of essential PC-DOS commands, electronic spreadsheet, and database.

CS 123B Computer Operating Systems (3-3)
Establishes marketable skills in advanced computer operation concepts and procedures.
Prerequisite: CS 113K.

CS 123C Management Computer Use (3-0)
Acquaints students with management theories and practices as related to a computerized environment.

CS 123E Computer Programming: Assembly Language (3-3)
A detailed study of IBM Mainframe Assembly Language Programming and debugging techniques.
Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math scores, CS 113L or CS 113P or consent of the instructor.

CS 123L Advanced Computer Programming Logic (3-0)
An advanced study of structured programming logic.
Prerequisite: CS 113L or consent of the instructor.

CS 123M Data Entry II (3-3)
Builds marketable, professional skills of speed, accuracy and validation of data.
Prerequisite: CS 112 Data Entry I.

CS 123T Microcomputers (3-0)
A "hands-on" study of PC-DOS extensions and professional business software, LOTUS 1-2-3.

CS 123V Computer Programming: C (3-3)
A study of high-level programming using C language.
Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math score, CS 113L or CS 113P or consent of instructor.

CS 213A Computer Programming: COBOL (3-3)
A high-level language using recent structured techniques.
Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math score, CS 113L or CS 113P or consent of instructor.

CS 213B Systems Analysis (3-0)
Introduction to essential principles of the systems development cycle and the tools and techniques which can be applied in each phase of the cycle.
Prerequisite: CS 113A or consent of instructor.

CS 213C Introduction to Computer Hardware (3-0)
Explores fundamental computer hardware and its relation to software and logic. For hobbyists and CS students.

CS 213F Computer Programming: BASIC Language (3-3)
Develops beginning programming skills as commonly implemented in business and scientific environments.
Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math score, CS 113L or CS 113P or consent of instructor.

CS 213H Extended DOS (3-3)
Disk operating system (PC DOS) concentrating on extended DOS commands.

CS 213R Computer Programming: RPG II (3-3)
A study of the use of RPG II Language.
Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math score, at least one previous language or consent of the instructor.

CS 213W IBM PC & Comparative Word Processing (3-0)
"Hands-on" comparative analysis and use of word processing packages.

CS 223A Advanced Computer Programming: COBOL (3-3)
File maintenance, structures and utilities using COBOL languages.
Prerequisite: CS 213A or consent of the instructor.

CS 223B Systems Analysis II (3-0)
A continuation of CS 213B covering specialized techniques involving system cost determination, design, file and data base organization and project management and control. A term project involving an actual systems study consolidates the tools and techniques presented in both semesters.
Prerequite: CS 213B or consent of the instructor.

CS 223C Computer Programming: FORTRAN (3-3)
A study of high-level, math-oriented language.
Prerequisite: MTH 123E (or equivalent) or acceptable ACT or SAT Math score, CS 113L or CS 113P or consent of instructor.

CS 223G Advanced Computer Programming: BASIC Language (3-3)
Advanced programming skills with major emphasis on interactive business applications.
Prerequisite: CS 213F or consent of the instructor.

CS 223J Data Base Concepts with Programming (3-3)
Data Base concepts including programming.
Prerequisite: CS 113C and CS 113L or CS 113P or consent of instructor.

CS 223V Professional Development Seminar (1-20)
Open to Computer Science majors. Provides on-the-job training and assists the student in adapting computer skills and principles to job situations.

CS 113Y, CS 123Y, CS 213Y, and CS 223Y Special Topics (3-0)
Topics will be at the discretion of Program and will reflect current practices and equipment in the computing field. May be repeated for credit when topic changes.

Criminal Justice 7021

Students successfully completing this program receive the Associate in Applied Science Degree.

This course provides a survey of police organization and jurisdiction of local, state and federal enforcement agencies. Surveys of professional opportunities and personal qualifications are studied. The course is a basic orientation designed to provide the student with a complete evaluation of the European and American police systems. The student is introduced to a general history of police systems which serves as a frame of reference in analyzing trends in the modern police service.

CJ 113 Introduction to Criminal Justice (3-0)
Provides an overview of the United States and European criminal justice systems.

CJ 113B Police Systems and Practices (3-0)
The Police Profession, Organization of Law Enforcement Systems, The Police Role, Ethics, Police Community Interaction and Current and Future Issues.

CJ 113C Probation and Parole (3-0)
Introduces the student to criminal corrections and its place in the criminal justice system.

CJ 123B Police Role in Crime and Delinquency (3-0)
A study of juvenile behavior to provide insight into the conditions that are believed to cause deviant acts by juveniles.

CJ 123C Patrol Administration (3-0)
Introduces the student to an overview of basic patrol procedures used in crime prevention and police field operations.

CJ 123D Criminology (3-0)
Presents theories, causes of crime and criminal typologies.

CJ 123E Crime in America (3-0)
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crimes.

CJ 213A Criminal Investigation (3-0)
Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, use of forensic sciences and case and trial preparation.

CJ 213B Legal Aspects of Law Enforcement (3-0)
Police authority, responsibilities, constitutional restraints, laws of arrest, search and seizure and police liability.

CJ 213C Criminalistics (3-1)
Introduces the student to the forensic laboratory with emphasis placed on identification, collection and preservation of evidence.

CJ 213D Correctional Systems and Practices (3-0)
Corrections in the Criminal Justice System, Organization of Correctional Systems, Correctional Role, Institutional Operations, Alternatives to Institutionalization, Treatment and Rehabilitation and Current and Future Issues.

CJ 222 Law Enforcement Safety and First Aid (2-0)
Defensive Driving, Traffic Control Functions, First Aid for Law Enforcement Officers and Crowd Control.

CJ 223B Traffic Planning and Administration (3-0)
Introduces the student to the problems of traffic control using the Texas Motor Vehicle laws as a guide.

CJ 223C The Courts and Criminal Procedure (3-0)
The Judiciary in the Criminal Justice System, Structure of the American Court System, Prosecution, Right to Council, Pre-Trial Release, Grand Juries, Adjudication Process, Types and Rules of Evidence and Sentencing.

CJ 223D Fundamentals of Criminal Law (3-0)
A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of elements of crimes and penalties using Texas statutes as illustrations and criminal responsibility.

CJ 223E Police Defensive Tactics (3-3)
Practice in the techniques of arrest, prisoner searches and the use of batons and firearms. CJ major medically qualified with no felony convictions.

CJ 223H Community Resources in Corrections (3-0)
An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues and future trends in community treatment.

Dance

A student majoring in dance should see a Tyler Junior College faculty advisor for help in completing a course plan.

DNC 111C Introduction to Dance (0-3)
An introduction to the art of dance through participation and instruction in a variety of dance activities and techniques.

DNC 121C Introduction to Dance (0-3)
A continuation of DNC 111C.

DNC 211C Appreciation of Dance (0-3)
Basic fundamentals and interpretations of dance with the principles and applications applied to the interpretation of modern and conventional dance.

DNC 221C Appreciation of Dance (0-3)
A continuation of DNC 211C.

DNC 112T Tap (2-1)
Instruction and participation in tap dancing as part of the performing arts as well as an exploration of tap techniques with focus on style, rhythm and dynamics.

DNC 122T Tap (2-1)
A continuation of DNC 112T. Introduces concepts of group and solo work.

DNC 212T Tap (2-1)
A continuation of DNC 122T.

DNC 222T Tap (2-1)
A continuation of DNC 212T.

DNC 113 Modern Dance (2-1)
Instruction and participation in modern dancing as part of the performing arts which includes exploring individual potential using self-awareness techniques in the areas of structure and alignment, breathing and relaxation and imaging and improvisation.

DNC 113A Modern Dance (2-1)
A continuation of DNC 113. Introduces concepts of partnering along with solo group work.
Prerequisite: Dance 113.

DNC 123 Jazz (2-1)
Instruction and participation in jazz dancing as part of the performing arts as well as an exploration of jazz technique with focus on style, rhythm and dynamics.

DNC 123A Jazz (2-1)
A continuation of DNC 123. Introduces concepts of solo and group work.
Prerequisite: Dance 123.

DNC 213 Ballet (2-1)
Instruction and participation in ballet as part of the performing arts, plus exploration of ballet technique with emphasis on a long series of movements, beats, adagio, jumps, etc. while stressing clarity of movement as well as precision in execution.

DNC 213A Ballet (2-1)
A continuation of DNC 213. Introduces variations from the classical and neo-classical repertoire.
Prerequisite: DNC 213.

DNC 213B Intermediate Ballet (2-1)
A continuation of the development of ballet technique including more complicated exercises at the barre and centre floor while stressing precision of movement.
Prerequisite: DNC 213A.

DNC 213C Intermediate Ballet (2-1)
Begins pointe for women and specialized beats and tours for men while developing individual proficiency and technical virtuosity.
Prerequisite: DNC 231B.

"I like the easy registration process and the helpful instructors."

Paul Drewy, office occupations major, sophomore, Tyler

Dental Hygiene 8034

The purpose of the Dental Hygiene program is to prepare competent dental hygienists to meet the oral health care needs of the public. Through basic education in the Dental Hygiene program students acquire knowledge and proficiency to become functioning members of the dental health care delivery team.

The program provides 24 months of theoretical and clinical training at the college level leading to the associate in Applied Science Degree in Dental Hygiene.

Since enrollment in this program is limited to 24 places each year, those applying for admission must make application directly to the dental hygiene program office. Criteria for admission and applications for admission are available from Coordinator, Dental Hygiene Program.

Priority consideration is given to those applicants whose college transcripts show completion of 12 semester hours of college academic courses with a GPA of 2.5 or higher.

To progress in the Dental Hygiene Program, a minimum grade of "C" is required in all dental hygiene and science courses. A minimum grade of 75 will be required for a "C" in dental hygiene courses. Graduates who successfully pass the Dental Hygiene National Board Examination are eligible to take state licensing exams in states where they plan to practice.

Science courses taken after application and acceptance to the Tyler Junior College dental hygiene program are expected to be taken at Tyler Junior College. Approval must be granted by the program coordinator and instructional division dean for enrollment in a science course at another college or university. Transfer credit for science courses completed at other colleges and universities, prior to application and acceptance at Tyler Junior College will require individual consideration.

A $25.00 non-refundable deposit will be required upon acceptance to the program. This deposit will be applied toward tuition.

DH 112 Introduction to Dental Hygiene (2-2)
A study of the role of the dental hygienist in preventive dentistry.

DH 112R Dental Hygiene Radiography (2-3)
Radiographic techniques, processing and mounting procedures.

DH 113 Oral Anatomy and Physiology (3-2)
Normal clinical appearance and functions of anatomical structures of the oral cavity, head and neck.

DH 113C Dental Hygiene Clinic I (2-6)
Theory and principles of instrumentation.

DH 122A Pathology (2-0)
Basic pathology relevant to dental hygiene practice.

DH 122B Oral Pathology (2-2)
A study of diseases affecting the oral cavity.

DH 113D Oral Histology and Embryology (3-0)
Microanatomy of oral cavities, development and function.

DH 123C Dental Hygiene Clinic II (1-12)
Study of treatment considerations for patients with special needs. Beginning clinical practice on patients.

DH 212 Pharmacology (2-0)
Concepts of pharmacology in relation to dentistry.

DH 212D Clinical Nutrition (2-0)
Nutrition in dentistry.

DH 212P Periodontology (2-0)
A study of the etiology and characteristics of periodontal disease with correlation of clinical instrumentation.

DH 122 Dental Materials (3-2)
Identification, properties, manipulation, application and maintenance of materials used in dentistry.

DH 213C Dental Hygiene Clinic III (1-15)
Continuation of study on treatment considerations for patients with special needs with emphasis on maintenance and recall. Instrumentation and treatment planning for clinically difficult patients.

DH 213H Community Dental Health (3-1)
Promotion of dental health in the prevention of dental disease and public health methods.

DH 221G Graphics and Audio Visuals (1-1)
Graphics and use of audio-visual equipment.

DH 221S Seminar (1-0)
A study of practice management skills with emphasis on communicating with dental patients.

DH 223C Dental Hygiene Clinic IV (1-15)
Maintenance of clinical skills with emphasis on ethical and legal concepts relating to the dental hygienist. A study of state practice acts regulating dental hygiene.

DH 223H Community Dental Health II (3-1)
Implementation of Community Program Plans and study of alternative practice settings in dental hygiene.

Drafting 8622

The curriculum in drafting is designed to qualify the student for professional work in the many areas of drafting. Upon completion of the required two-year plan, the student receives an Associate in Applied Science Degree.

DFT 113A Mechanical Drawing I (2-4)
Introductory drafting developing the skills to make orthographic and pictorial drawings while stressing line value, lettering and industrial applications.

DFT 113B Illustration Drawing (2-4)
Freehand sketching and instrument drawing are emphasized in the preparation of pictorial drawings, charts and graphics.

DFT 123A Architectural Drawing (2-4)
Home planning requiring a complete set of plans for a one-story home including details, specifications and schedules.

DFT 123B Mechanical Drawing II (2-4)
An advanced mechanical drafting which requires a complete set of drawings of detailed parts through the completed assembly drawing.

DFT 123R Drafting for Real Estate Studies (2-2)
Interpretation of architectural plans and specifications including on-site measurements to determine square footage and cost projection of buildings with the mapping portion including site plans and lease maps with concentration on lettering, symbols and drafting scales.

DFT 213D Descriptive Geometry (2-4)
Principles and application of orthographic projection including space relation of points, lines, planes, intersections, development and mining and geology problems.
Prerequisite: DFT 113A or EGR 112 or consent of the program coordinator.

DFT 213F Drafting for Electronics Technicians (2-4)
Drafting techniques applied to electronics technology including sketching, functional block diagrams, schematic symbols and diagrams, printed circuit board design and computer-aided drafting (CAD).

DFT 213G Computer Aided Drafting I (2-4)
Introduction to general programming instructions for computer-aided drafting.
Prerequisite: Minimum of 12 semester hours of drafting or consent of program coordinator.

DFT 213P Pipe Drafting (2-4)
Piping terminology, fittings, flow diagrams, piping design notes and plans, processing equipment, isometric spool drawings and theory problems with a mathematical approach.
Prerequisite: DFT 113A or EGR 112 or consent of the program coordinator.

DFT 223B Map Drafting (2-4)
The preparation of lease, township, topographic, highway and ownership maps with calculations from survey notes. Inking and computer aided drafting included.

DFT 223C Plane Surveying (2-4)
Care and use of surveying and mapping equipment with lab problems including topography, traverse closures, profiles and borrow pit calculations.

DFT 223E Electronics Drafting (2-4)
Basic requirements for electrical and electronic drafting covering applications in theory of electronics, schematics, printed circuit boards, wiring diagram integrated circuits and computer-aided drafting.

DFT 223G Computer-Aided Drafting II (2-4)
Advanced computer-aided drafting in which the student's basic knowledge of computer language and operation will be utilized to complete computer-aided design problems using packages software.
Prerequisite: DFT 213G or consent of the program coordinator.

DFT 223P Advanced Pipe Drafting (2-4)
Isometric pipe spool drawings with emphasis on solution to equipment location, placement and theory for the advanced piping student.
Prerequisite: DFT 213P or consent of the program coordinator.

DFT 223S Structural Drafting (2-4)
Preparation of design and working drawings for buildings, bridges and various other structures with familiarization and emphasis on material technology.
Prerequisite: DFT 113A or EGR 112 or consent of the program coordinator.

Economics

Students majoring in economics should see a faculty advisor for help in completing a course plan.

ECO 213 Principles of Economics (3-0)
An examination of fundamental economic concepts and principles including macro-economic theory, national income, employment, monetary policy, fiscal policy and international trade. Sophomore standing suggested.

ECO 223 Economic Problems (3-0)
A study of contemporary economic issues and problems including micro-economic theory, value and price determination, revenues and costs, market structure and income distribution. Sophomore standing suggested.

Education

ED 111 Orientation to Education (1-0)
An introduction to the education profession, to include information about teaching and administrative careers available, teaching field options, employment conditions and requirements for admission to teacher education program (PPST). Recommended for all students who plan to seek teacher certification.

Electronics 8824

Electronics is a fast-growing and exciting high-tech industry, full of challenges as new technology emerges. As a knowledge-intensive, sunrise industry, electronics promises to be of increasing importance to the United States and to the world's economy. Recent advances in the semiconductor industry, microcomputer applications, artificial intelligence, robotics, sophisticated communications equipment and alternate energy sources have led to an increased need for technicians to maintain these High-Technology systems. Electronics technicians design, prototype, install, maintain, troubleshoot and repair electronic equipment.

The Electronics curriculum provides the student the opportunity to specialize in digital/microprocessor electronics, industrial electronics, electronic telecommunications or electrical power technology.

After successfully completing one of the two-year programs, the student receives the Associate of Applied Science degree.

The Microcomputer Repair and Maintenance option is designed to be a one year college credit curriculum which will give the program completer a certificate of proficiency.

This option is targeted toward the person who wishes to spend minimal time in "formal" training in order to quickly enter the job market with a salable skill. Using a cluster of twelve courses of eight weeks duration each, the student will progress to the point where he/she emerges from the program fully competent to perform field service duties in the repair and maintenance of microcomputers.

ELC 112A Introduction to Digital Electronics (3-4) (8 weeks)
Introduction to electrical fundamentals and basic logic devices. Fundamental logic operations and devices are discussed. Prototyping of digital circuits comprises the laboratory experiences developed through this course.

ELC 112T Tools and Instrumentation for PC Technicians (3-4) (8 weeks)
A lecture and laboratory familiarization with the tools and electrical instrumentation used by the PC technician. Also, handling and care of sensitive electronic circuits is presented.

ELC 112P Introduction to PC Architecture (3-4) (8 weeks)
A lecture and laboratory introduction to the basics of PC architecture and the circuits which make up the various modular systems of the PC. Assembly and disassembly of the PC as well as terminology is stressed in this course.

ELC 112B Introduction to Digital Electronics II (3-4) (8 weeks)
A continuation of ELC 112A including logic circuit equivalents, semiconductor logic devices, and measurement techniques.

ELC 112C Introduction to Troubleshooting (3-4) (8 weeks)
An introduction to the basics of troubleshooting techniques including familiarization with schematics, data manuals, block diagrams, instrumentation techniques. Basic troubleshooting skills will be developed in laboratory exercises with simple digital circuits.

ELC 112H Personal Computer Hardware (3-4) (8 weeks)
A lecture and laboratory exploration of various hardware and add in components of the PC. Emphasis is placed on selection criteria, configurations, and applicability of hardware components.

ELC 122S Service and Maintenance Procedures (3-4) (8 weeks)
Shop techniques and customer relations are emphasized in this course along with estimations, communications, and various repair/replacement philosophies.

ELC 122C Personal Computer Troubleshooting (3-4) (8 weeks)
A modular approach to diagnosis and repair of the PC. Instruction covers use of instrumentation, diagnostic software, and service manuals.

ELC 122H Personal Computer Systems (3-4) (8 weeks)
A lecture and laboratory investigation of the dedicated PC workstation and the various hardware options which must be considered by the PC technician when servicing these stations. Also covered are the unique requirements of dedicated workstations.

ELC 122E Troubleshooting Peripheral Equipment (3-4) (8 weeks)
The fundamentals of diagnosing and repairing troubles in peripheral equipment used with PC's such as printers, plotters, modems, and digitizers.

ELC 122A Application Software (3-4) (8 weeks)
PC software and installation procedures are covered in this course, as well as the hardware implications of setup procedures for various software packages. Also covered is the consideration of software in the diagnosis of PC troubles.

ELC 122W Professional Development Seminar (1-20) (8 weeks)
An industry internship for the advanced student of PC repair. Student will work in an approved industrial worksite under the supervision of both employer and instructor.

ELC 113 Introduction to Digital Circuits (3-3)
An introduction to digital electronic circuits including logic gates and flip-flops with an emphasis on the proper utilization of laboratory equipment, prototyping and troubleshooting.

ELC 113L Introduction to DC and AC Circuits (3-3)
An introduction to analog electronic circuits including resistors, coils and capacitors in DC and AC circuits with an emphasis on the proper utilization of laboratory equipment, prototyping and troubleshooting.
Prerequisite: MTH 113H or concurrent enrollment therein.

ELC 113M Introduction to Electronics Technology (3-3)
An introduction to electronics technology including career opportunities, laboratory instrumentation, electronic circuit construction techniques, physical properties of electronic components, schematic diagrams and troubleshooting techniques.

ELC 123 Microprocessors and Digital Systems (3-3)
Advanced digital concepts and an introduction to microprocessor system architecture and microcomputer system design.
Prerequisite: ELC 113, ELC 123S or concurrent enrollment therein.

ELC 123A Industrial Electronics and Motor Control (3-3)
Industrial electronics including magnetism, transformers, motors, motor control, generators, servos, solenoids, relays and three phase AC circuits.
Prerequisite: ELC 113L

ELC 123L Semiconductor Devices and Circuits (3-3)
Semiconductor devices and circuits including diodes, transistors, industrial control devices and the proper utilization of laboratory equipment in troubleshooting solid-state circuits.
Prerequisite: ELC 113L

ELC 123S Software Development for Microprocessors (3-3)
Machine and assembly language programming for microprocessors with an emphasis on problem solving, diagnostics and troubleshooting techniques.

ELC 213A Microprocessor Applications (3-3)
Microprocessor systems architecture including design, prototyping and troubleshooting of a microcomputer system.
Prerequisites: ELC 123 and ELC 123S.

ELC 213B Laser/Opto-Electronics (3-3)
Technology essential to develop, assemble, operate, test and maintain lasers and other optical devices for industry use, including fiber optics.
Prerequisite: ELC 123L.

ELC 213C Linear Integrated Circuits (3-3)
Linear integrated circuits and circuit design techniques including microelectronics, operational amplifiers and integrated circuit timer applications, prototyping and troubleshooting.
Prerequisite: ELC 123L.

ELC 213D Microcomputer Maintenance (3-3)
Repair and maintenance of home and office microcomputers and peripheral devices with an emphasis on efficient field-service troubleshooting techniques.
Prerequisites: ELC 123, ELC 123L and ELC 123S.

ELC 213F Commercial FCC License Preparation I (3-3)
Preparation for the General Radiotelephone Operator License exam administered by the Federal Communications Commission — a license required for electronics technicians to repair and maintain transmitters in broadcast stations (AM, FM, TV), paging systems, cellular telephones and two-way radios.

ELC 213G Electrical Power Generation (3-3)
Electrical power generation and transmission including energy sources, power generating plants and transmission systems.

ELC 213P Electrical Power Measurements (3-3)
Electrical measurement instrumentation including techniques used in monitoring and maintaining electrical power systems.

ELC 213T Electronic Communications (3-3)
The concepts and circuits of electronic communications systems including transmitters, receivers, antenna systems and propagation.
Prerequisite: ELC 123L.

ELC 223A Microprocessor Interfacing (3-3)
Hardware and software interfacing techniques used in interfacing microcomputers to peripheral devices.
Prerequisite: ELC 213A.

ELC 223B Troubleshooting Electronic Communication Systems (3-3)
Localizing and replacing defective components in malfunctioning communications equipment using a systematic approach with an emphasis on test equipment utilization.
Prerequisite: ELC 213T.

ELC 223D Troubleshooting Digital Systems (3-3)
Localizing and replacing defective components in malfunctioning digital equipment using a systematic approach with an emphasis on test equipment utilization.
Prerequisite: ELC 213A.

ELC 223F Commercial FCC License Preparation II (3-3)
A continuation of ELC 213F including FCC rules/regulations, electronic theory and practice exams.
Prerequisite: ELC 213F.

ELC 223G Electrical Power Distribution (3-3)
The design, operation and technical detail of modern power distribution systems including protection devices, systems load analysis, rates and power economics.

ELC 223M Microwave Technology (3-3)
Microwave concepts including transmitters, transmission lines, antennas, propagation, receivers, microwave measurements and radar.
Prerequisite: ELC 213T.

ELC 223P Automatic Control of Electrical Power Systems (3-3)
Automatic control of electrical power systems including industrial electronic devices and microprocessor interfacing applications.

ELC 223R Robotics and Automated Systems (3-3)
The concepts of automation and robotics including industrial applications, computer-integrated manufacturing and artificial intelligence.
Prerequisites: ELC 213A and ELC 213C.

ELC 223S Electrical Power Signaling Techniques (3-3)
Electronic communication techniques employed by the electrical power industry including powerline carrier technology, load management and data communication.

ELC 223T Telecommunications (3-3)
Modern telecommunication systems including telephone switching, cable television and satellite communications systems.
Prerequisite: ELC 213T.

Engineering

The engineering program at Tyler Junior College is designed to meet the needs of the first two years of a four or five year engineering degree program.

Colleges and universities no longer allow advanced algebra and college trigonometry to apply toward a degree in engineering. In order for a student to follow a four year program for a degree in these fields, it is desirable that the student take Calculus I with analytic geometry (Mathematics 213A) the first semester of the freshman year.

It is recommended that all engineering majors, except those with an unusually strong background in high school mathematics, take advanced algebra (Mathematics 113A) and plane trigonometry (Mathematics 113B) during the summer prior to the first semester of the freshman year. This should be done to provide an adequate background for calculus with analytic geometry.

A grade of "C" or better must be earned in order to continue in sequential mathematics courses.

EGR 111 Introduction to Engineering (1-0)
Fields and opportunities within the scope of professional work.

EGR 112 Engineering Drawing (2-2-2)
Designed to cover the basic requirements for an engineering degree with emphasis on drafting skills.

EGR 121 Engineering Analysis (1-0)
Analyzing and solving engineering problems including computational methods and devices.

EGR 122 Descriptive Geometry (2-2-2)
A study of principles and applications of orthographic projection including space relations of points, lines, planes, intersections, development, mining and geology problems.

EGR 213 Engineering Mechanics I (Statics) (3-0)
Newton's laws as applied to introductory rigid body statics and analysis of structures, frames and beams.
Prerequisite: Credit or registration for Mathematics 213B.

EGR 223A Engineering Mechanics II (Dynamics) (3-0)
Newton's laws, work-energy, impulse momentum methods applied to kinematics and dynamics of particles, systems of particles and rigid bodies.
Prerequisite: Engineering 213 and Mathematics 213B.

English

A student majoring in English should see a Tyler Junior College faculty advisor for help in completing a course plan.

ENG 011W Writing Laboratory (1-2)
Designed to identify deficiencies and improve writing skills necessary for college-level academic work.

ENG 013E Developmental English (3-0)
Written communication with emphasis on the fundamentals of basic grammar and usage, sentence structure, paragraph development and essay construction. Transcript denotes level of course for which credit is given: "I" — sentences or "II" — paragraphs and essays. May be repeated for credit if different level. Student must have credit for level "II" before advancing to English 113.

(Required of students who do not present qualifying ACT/SAT-TSWE or local English placement test scores.)

ENG 013P Spelling and Phonics (3-0)
Emphasizes mastery of the most commonly misspelled words, spelling and syllabication rules, consonant and vowel spellings, dictionary usage and pronunciation symbols.

ENG 113 Composition and Rhetoric (3-0)
Directed study of rhetorical principles through reading types of composition while developing the student's ability to think for himself and to express his thoughts in correct, clear language. This course may be taken through instructional television.
Prerequisite: Credit in ENG 013E (level II) or qualifying ACT/SAT-TSWE or local English placement test scores.

ENG 123 Composition and Rhetoric (3-0)
A continuation of writing principles emphasizing critical and analytical thinking through the study of literature as well as a directed study in techniques of writing a research paper.
Prerequisite: ENG 113.

ENG 213 World Literature (3-0)
A study of the masterpieces of Western world literature from Homer through the Renaissance.
Prerequisite: English 123.

ENG 213A Survey of Short Fiction (3-0)
A course of short fiction selections with emphasis on analytical compositions, advanced composition and literature.
Prerequisite: English 123.

ENG 213B English Literature (3-0)
A survey of the major works, writers, and themes of English literature beginning with Anglo-Saxon poetry and continuing through the eighteenth century emphasizing extensive reading and class discussions.
Prerequisite: English 123.

ENG 213E English Literature II (3-0)
A survey of the major works, writers, and themes of English literature beginning with the Romantic period and continuing to the twentieth century emphasizing extensive reading and class discussions.
Prerequisite: English 123.

ENG 213S Selected Studies in Literature (3-0)
Intensive reading in single areas unified by theme or disciplinary content with topic made available each semester prior to registration.
Prerequisite: ENG 123.

ENG 223 World Literature (3-0)
A study of the masterpieces of Western world literature from the Neoclassic period to the twentieth century, advanced composition and formal research paper.
Prerequisite: English 123.

ENG 223B Technical Report Writing (3-0)
Technique of verbal efficiency in business letters, job applications and resumes and various types of engineering and scientific reports with methods of gathering and organizing of material to be presented in oral and/or written form. Required in technological and engineering plans.
Prerequisite: English 113.

ENG 223S Selected Studies in Literature (3-0)
Intensive reading in single areas unified by genre or major author with topic made available each semester prior to registration.
Prerequisite: ENG 123.

Farm and Ranch Management 5025

Many of the agriculture operations in the East Texas area are a combination of farming and ranching. This two-year program is designed for the student who is interested in farming and ranching or agricultural business as a career.

Both technical knowledge and management skills will be emphasized to prepare the graduate for a career in farm and ranch management, agriculture sales, agriculture marketing or agriculture management.

Students successfully completing this two-year program are awarded the Associate in Applied Science Degree.

RMG 113 Principles of Soil Management (3-6)
Methods and problems in pasture management, care of pastures, hay production and types of soil and its relationship to grasses and legumes.

RMG 113A Principles of Animal Husbandry (3-6)
Types and breeds, market classes, grade of farm animals and phases of feeding, breeding and production.

RMG 113C Farm Buildings and Construction (2-4)
Construction of farm buildings, fences, corrals, feedlots and basic skills in farm carpentry which include design, planning and construction.

RMG 116S Ranch Training On-The-Job (3-37)
Required work on a ranch or in an agribusiness firm during six weeks of the summer on a co-op basis between the College and employer.

RMG 123A Agriculture Economics and Finance (3-0)
National economic problems relating to farms and ranches, making loans and methods of determining loan needs.

RMG 123D Farm Power Machinery (2-4)
Operation and service of farm equipment and proper crop production using power equipment.

RMG 123F Principles of Feed Production (3-6)
Production, harvesting and storage of cereal and feed grains, fiber crops, forage crops and pasture grasses both summer and winter.

RMG 123G Farm and Ranch Appraising (2-2)
Principles and methods of appraising farm and ranch property, land, buildings, equipment and machinery.

RMG 213A Livestock Rations and Application (3-6)
Feed materials, relative values and adaptability for livestock, nutrient requirements, balancing, formulating rations and methods of feeding animals.

RMG 214 Farm Shop (3-6)
Practice in farm machinery repair, maintenance, welding, metal work and general farm shop.

RMG 223 Animal Health (3-6)
Farm animal health including parasites, diseases of livestock, handling diseased animals, basic anatomy and physiology.

RMG 223A Farm and Ranch Records (3-0)
Principles of farm bookkeeping with each student developing farm and ranch accounts.

RMG 223B Principles of Beef Cattle Production (3-6)
Beef production as relating to farm and ranch marketing problems, beef cattle systems, handling, fitting, showing and breed associations.

RMG 223C Principles of Agricultural Marketing (3-3)
Basic knowledge of market grades, market trends, types of markets, cattle futures market and selling techniques of classes of livestock.

RMG 223D Principles of Livestock Reproduction (3-6)
Reproductive processes in farm animals, collection and storage of semen and causes of sterilization in males and females.

RMG 223E Farm Shop II (1-4)
Special topics welding course in which content may vary and may be repeated but will only apply once toward graduation.

"I benefited from TJC because it allowed me to have an on-campus job within my major."

Lori Thornton, graphic arts major, sophomore, Tyler

Fashion Merchandising and Retailing 5623

The fashion merchandising and retailing curriculum combines lecture and laboratory and the option for on-the-job training for a career in the areas of merchandising, fashion coordination, visual merchandising and promotion, marketing, retail management, buying or sales.

The fashion merchandising and retailing major may elect to enroll in a professional development seminar course each semester designed for students who work a minimum of twenty hours each week in an approved job. Persons who are interested in fashion merchandising and retailing as a major may take a non-work option. This option allows the student to take a course from the approved elective list.

Upon successful completion of this two year curriculum, the student will receive an Associate Degree in Applied Science.

FMR 113 Introduction to Retailing (3-0)
Intended as an overview of the fashion industry including a study of the people, procedures and concepts unique to the fashion business.

FMR 113A Professional Development Training I (1-20)
A seminar meeting one classroom hour per week to discuss the student's experiences in the required 20 hour a week approved job. Serves as laboratory work.

FMR 113B Fashion, Color, Line and Design (3-0)
The principles and elements of fashion design and a review of the historical fashion changes.

FMR 113C Fashion Textiles (3-0)
The properties and performance of textiles normally used in apparel. A study of the principles of marketing and distributing textile products.

FMR 123 Fashion Marketing (3-0)
Analysis of the marketing task and the examination of the major policies that underlie the activities of marketing institutions.

FMR 123A Professional Development Training II (1-20)
A seminar meeting one classroom hour per week to discuss the student's experience in the required 20 hour a week approved job. Serves as laboratory work.

FMR 123B Fashion Apparel: Manufacturing and Design (3-1)
Includes a study of apparel design and manufacture, industry terminology, American and foreign designers and quality at different price levels.

FMR 213 Visual Merchandising and Promotion (3-2)
The processes and actions that promote the sale of merchandise which include window display, interior store layout, fixture placement, catalog production, fashion show production and special events.

FMR 213A Professional Development Training III (1-20)
A seminar meeting one classroom hour per week to discuss the student's experiences in the required 20 hour a week approved job. Serves as laboratory work.

FMR 223 Retail Buying (3-0)
A detailed study of the organizational structure of buying, the fundamentals of effective purchasing and the buyer's role in planning.

FMR 223A Professional Development Training IV (1-20)
A seminar meeting one classroom hour per week to discuss the student's experiences in the required 20 hour a week approved job. Serves as laboratory work.

FMR 223B Retail Mathematics (3-0)
Mathematical functions required of a buyer and retail terms used in the market. Course should be taken prior to or concurrent with FMR 223.

Fire Protection Technology 6821

This two-year program leads to the Associate in Applied Science Degree in fire protection technology, is in accordance with public law and sets forth approved or certified courses as approved by the Commission on Fire Protection. This commission is composed of representatives of the Texas Education Agency and the Coordinating Board.

FPT 113 Fundamentals of Fire Protection (3-0)
Introduces the student to the history and philosophy of fire protection.

FPT 113A Industrial Fire Protection I (3-0)
Introduces the student to the concerns and safeguards of fire protection programs in industry.

FPT 113B Fire Safety Education (3-0)
Surveys the physical, chemical and electrical hazards in fire protection including related laws, codes and problems.

FPT 113C Advanced Fire Loss Statistical Systems (3-0)
A study of storing, retrieving and using data related to fire loss statistics.

FPT 113D Fire Insurance Fundamentals (3-0)
The relationship between fire defenses, fire losses and insurance rates.

FPT 113E Legal Aspects of Fire Protection (3-0)
A review of the legal rights, duties and responsibilities of a fire department in carrying out its duties.

FPT 113F Fire Service Communications (3-0)
The installation, operation and testing of fire alarm systems and types of communications by modern fire departments.

FPT 113G Urban Fire Problem Analysis (3-0)
The assessment and analysis methods used to study urban fire problems.

FPT 113H Fire Science Chemistry I (3-0)
Provides the student with a basic understanding of organic and inorganic chemistry.

FPT 123 Fire Protection Systems (3-0)
A study of standards for fire hazard protection systems.

FPT 123A Fire Prevention (3-0)
The objectives, principles, techniques and procedures of fire prevention programs.

FPT 123B Industrial Fire Protection II (3-0)
Examines the problems and programs of industrial fire protection.

FPT 123H Fire Science Chemistry II (3-0)
A continuation of FPT 113H with emphasis on hazardous chemicals.
Prerequisite: FPT 113H.

FPT 213 Fire Administration I (3-0)
A study of fire department management and related problems.

FPT 213A Building Codes and Construction (3-0)
A study of building and construction with emphasis on fire resistant materials.

FPT 213B Fire and Arson Investigation (3-0)
A study of arson investigation techniques and related criminal procedures.

FPT 223 Hazardous Materials I (3-0)
Examines the behavior of various materials that burn or react violently.

FPT 223A Fire Administration II (3-0)
Examines training, preparation of budgets, insurance rates and related topics.

FPT 223B Fire Fighting Tactics and Strategy (3-0)
Emphasis on preplanning studies and decision making in conflagration problems.

FPT 223C Hazardous Materials II (3-0)
Examines the techniques of storing, handling and fire fighting techniques associated with hazardous materials.
Prerequisite: FPT 113H.

Foreign Language

A student majoring in foreign language should see the foreign language coordinator for help in completing a course plan.

FR 113 Conversational French (3-0)
An introduction to French language and culture through conversational patterns using audio-visual materials with emphasis on oral performance. For beginning students.

FR 123 Conversational French (3-0)
A continuation of FR 113.
Prerequisite: FR 113 or equivalent.

FR 114 Elementary French I (3-2)
An audio-lingual approach to the French language and culture while mastering the fundamentals of grammar with an emphasis on oral performance. For beginning students.

FR 124 Elementary French II (3-2)
Continuation of FR 114.
Prerequisite: FR 114 or equivalent units.

FR 211 Language Practicum (1-0)
Additional individualized study to build vocabulary both orally and aurally with written reinforcement. May be repeated with change of topic.
Prerequisite: FR 114, 113 or with consent of program coordinator.

FR 213 Intermediate French I (3-0)
An intensive review of French grammar through readings in history, language and culture with audio cassettes and film. Emphasis on oral language skills. Conducted mainly in French.
Prerequisite: FR 124 or equivalent units.

FR 223 Intermediate French II (3-0)
Continuation of FR 213.
Prerequisite: FR 213 or equivalent units.

GER 113 Conversational German (3-0)
An introduction to German language and culture through conversational patterns using audio-visual materials with emphasis on oral performance. For beginning students.

GER 123 Conversational German (3-0)
A continuation of GER 113.
Prerequisite: GER 113 or equivalent units.

GER 114 Elementary German I (3-2)
The audio-lingual approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting. For beginning students.

GER 124 Elementary German II (3-2)
A continuation of GER 114.
Prerequisite: GER 114 or equivalent units.

GER 213 Intermediate German I (3-0)
An intensive review of grammatical structures through readings from modern German literature with emphasis on oral reports and compositions. Conducted mainly in German with use of German video materials.
Prerequisite: GER 124 or equivalent units.

GER 223 Intermediate German II (3-0)
A continuation of intermediate German I with lectures on German literature and history as well as an extensive study of German newspapers and magazines.
Prerequisite: GER 213 or equivalent units.

SPN 113 Conversational Spanish (3-0)
An introduction to the Spanish language and Hispanic culture through conversational patterns using audio-visual materials with an emphasis on oral performance. For beginning students.

SPN 123 Conversational Spanish (3-0)
A continuation of SPN 113.
Prerequisite: SPN 113 or consent of program coordinator.

SPN 114 Elementary Spanish I (3-2)
The audio-lingual approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting. For beginning students.

SPN 124 Elementary Spanish II (3-2)
A continuation of SPN 114.
Prerequisite: SPN 114 or equivalent units.

SPN 211 Language Practicum (1-0)
Additional individualized study to build vocabulary orally and aurally with written reinforcement. May be repeated with change in topic.
Prerequisite: SPN 114, SPN 113 or consent of program coordinator.

SPN 213 Intermediate Spanish (3-0)
Advanced Spanish grammar, vocabulary building and review of all verb forms for composition in an audio-video format. Conducted mainly in Spanish.
Prerequisite: SPN 124 or equivalent units.

SPN 223 Intermediate Spanish II (3-0)
A continuation of SPN 213 including a novel of a major Hispanic author along with a more in-depth look at verbal patterns.
Prerequisite: SPN 213 or equivalent units.

General Business*

This program is designed for the individual who wishes to establish a firm educational foundation in the area of general business. It is directed at the new student who desires an applied, practical course of study leading to employment in the general business world. It is also particularly suited to the returning student who desires retraining in business.

Pending approval from the Coordinating Board.

Geography

A student majoring in geography should see a Tyler Junior College faculty advisor for help in completing a course plan.

GGR 223 World Geography (3-0)
Studies the earth, its climatic regions, the relation of human activities to physical environments and major cultural divisions. Special emphasis on selected regions and countries. (220603)

Geology

A student majoring in geology should see a Tyler Junior College faculty advisor for help in completing a degree plan. Other geology courses offered on demand: Mineralogy, Petrology, Geomorphology and Invertebrate Paleontology.

GEO 114 General Geology (3-3)
Physical geology processes modifying the earth's surface, materials and features of the earth's crust with lab work in cartography, mineralogy and petrology.

GEO 124 General Geology (3-3)
Historical geology: history of the earth through geologic times revealed by rocks and fossils and the origin and development of plant and animal life with lab work in paleontology.

Government

A student majoring in government should see a Tyler Junior College faculty advisor for help in completing a course plan.

GOV 213 American Government (3-0)
A functional study of The American Constitutional Governmental System, of the origins, developments and present-day problems of the national government and of the rights, privileges and obligations of citizenship. Sophomore standing suggested. This course is also offered through instructional television.

GOV 223 American State Government (3-0)
Areas of study indicate the nature, organization and general principles of state and local governments within the United States and Texas constitutional framework with particular attention to these forms in Texas. Satisfies the state requirements for teacher certification. Sophomore standing is suggested. This course is also offered through instructional television.

Graphic Arts/ Photography 6238

Students successfully completing this program receive the Associate in Applied Science Degree.

This is a two year, post secondary, technical program designed to meet the needs of the student desiring to enter the field of visual communications, graphic arts and commercial photography.

GAP 113 Basic Photography (2-4)
Basic requirements of black and white photography, camera use, film development and print making. No credit for both GAP 113 and JRN 123P.

GAP 113A Basic Graphics (2-4)
Basic principles of graphic design and layout including artwork and images for graphic reproduction.

GAP 113B Introduction to Photography I (3-0)
A non laboratory course covering basic 35mm camera and equipment usage, subject composition and basic photographic techniques. Students may not receive credit for graduation for both GAP 113B and GAP 113.

GAP 113C Introduction to Graphic Arts (3-0)
A non laboratory course covering the equipment, processes, elements and phases of graphic arts.

GAP 113D Introduction to Photography II (3-0)
A non laboratory course exploring advanced 35mm camera and equipment use techniques and subject composition. Students may not receive credit for graduation for both GAP 113D and GAP 123.
Prerequisite: GAP 113B or consent of the program coordinator.

GAP 113E Video Camera Techniques (2-4)
Basic video camera techniques including video and audio planning.

GAP 113F Airbrush Techniques (2-4)
Basic airbrush techniques, procedures and equipment.

GAP 113G Computer Graphics I (2-4)
Entry level computer generated graphics for the graphic reproduction industry.

GAP 113H Silk Screen and Sign Painting (2-4)
Basic skills and techniques of silk screen printing and sign painting using the graphic arts process.

GAP 113J Computer Typesetting (2-4)
Basic graphic arts typesetting using the computer.

GAP 123 Advanced Photography (2-4)
Advanced applications in exposure and process control of black and white negatives and prints.
Prerequisite: GAP 113 or consent of the program coordinator.

GAP 123B Reproduction Layout and Design (2-4)
Principles of planning, design and layout preparation of images used in photo-conversion for graphic arts.
Prerequisite: GAP 113A or consent of the program coordinator.

GAP 123G Computer Graphics II (2-4)
Advanced computer generated graphics.
Prerequisite: GAP 113G or consent of the program coordinator.

GAP 213 Commercial Photography (2-4)
Commercial photography with emphasis on fashion, architecture, industry and advertising using large format cameras.
Prerequisite: GAP 123 or consent of the program coordinator.

GAP 213A Photographic Reproduction (2-4)
Methods of converting camera-ready images to the printed page.
Prerequisite: Concurrent enrollment in GAP 113A or consent of program coordinator.

GAP 213C Color Photography I (2-4)
Concentrated practice in exposing and processing of transparencies and color negatives with emphasis on color printing.
Prerequisite: GAP 123 or consent of the program coordinator.

GAP 223 Portrait Photography (2-4)
Lighting, posing and composition techniques used in studio, outdoor and environmental portraiture.
Prerequisite: GAP 123 or consent of the program coordinator.

GAP 223A Graphic Reproduction (2-4)
Color registration printing and general shop operations as applied to four color printing.
Prerequisites: GAP 113A and GAP 213A or consent of the program coordinator.

GAP 223B Commercial Advertising Techniques (2-4)
Modern commercial advertising techniques employed with four color separation.
Prerequisites: GAP 113A and GAP 213A or consent of the program coordinator.

GAP 223C Color Photography II (2-4)
Color sensitometric evaluation procedures used in color negative printing and direct and indirect printing via transparencies.
Prerequisite: GAP 213C or consent of the program coordinator.

GAP 223D Commercial Photography II (2-4)
Additional experience in the use of the large format camera and finalization and presentation of a portfolio.
Prerequisite: GAP 213C and concurrent enrollment in GAP 223C or consent of the program coordinator.

Health and Physical Education

A student majoring in health and/or physical education should see a Tyler Junior College faculty advisor for help in completing a course plan.

The purpose of the health and physical education division is to provide a comprehensive curriculum and teaching strategies designed to enhance the total health-related fitness of students. Additionally, the curriculum provides a "core curriculum" for students who plan to become professionals in vocations related to physical education.

The curriculum is based upon the philosophical underpinnings which stress student development, problem-solving skills and independence. HPE 111 is required for all degrees.

HPE 111 Health Concepts of Physical Fitness (1-2)
Pragmatic concepts of health-related fitness including scientific information regarding the benefits of diet, exercise and personal well being with individual fitness assessments and development of a personal well being program.

Health and Physical Education activity courses are offered in these areas:

HPE 111A, 121A, 211A, 221A Organized Athletics (0-3)

HPE 111X Body Mechanics and Physical Fitness (0-3)

HPE 211B, 221B Basketball and Softball (0-3)

HPE 211C, 221C Speedball and Volleyball (0-3)

HPE 211D, 221D Archery and Badminton (0-3)

HPE 211E, 221E Tennis (0-3)

HPE 211F, 221F Adaptive Physical Education (0-3)

HPE 211G, 221G Gymnastics (0-3)

HPE 211H, 221H Scuba Diving (0-3)

HPE 211L, 221L Weight Training (0-3)

HPE 211N, 221N Soccer (0-3)

HPE 211Q, 221Q Golf (0-3)

HPE 211R, 221R Aerobic Dancing (0-3)

HPE 211W, 221W Racquetball (0-3)

HPE 111S Non-swimmers (0-3)

HPE 121S Intermediate Swimming (0-3)

HPE 211S Swim Conditioning (0-3)

HPE 212S Emergency Water Safety (1-2)
Teaches swimming, assists with personal safety, and makes use of active prevention such as personal flotation devices.

HPE 222S Swimming Instructor (1-2)
Replaces the American Red Cross Water Safety Instructor Course. It qualifies the student to instruct the American Red Cross Emergency Water Safety and Progressive Swim Course Series.

Health and Physical Education Theory Courses:

HPE 113A Theory of Football and Track (3-0)
Methods of coaching football and track through lectures, demonstration, practice and reading of present-day literature on the sport.

HPE 123A Theory of Basketball and Baseball (3-0)
Methods of coaching basketball and baseball through lectures, demonstrations, practice and reading of present-day literature of the sport.

HPE 113H Introduction to Physical Education (3-0)
Orientation to the field of health, physical education and recreation.

HPE 123H Personal Health (3-0)
A presentation of current scientific and technical information related to health with emphasis on developing a functional attitude about consumer health, nutrition, mental health, tobacco, alcohol and drugs, family life, environmental health and disease.

HPE 213A First Aid (3-0)
Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or illness and to develop skills necessary for the immediate and temporary care of the victim with successful completion of the course possibly enabling the student to receive CPR Certification.

HPE 223D Drug Use and Abuse (3-0)
The study of use and abuse of drugs in today's society with emphasis on physiological, sociological and psychological factors.

HPE 223E Community Health (3-0)
A presentation of current scientific and technical information related to community services and public health agencies.

HPE 213F Sports Officiating (3-0)
Emphasis on officiating basketball, football and other sports.

History

Students majoring in history should see a faculty advisor for help in completing a course plan.

HST 113A Western Civilization in Medieval Times (3-0)
A standard western civilization survey of the cultural, political and institutional development of the nations of Europe from antiquity to the Renaissance.

HST 123A Western Civilization in Modern Times (3-0)
A continuation of HST 113A including standard western civilization-cultural development of the nations of Europe from the Renaissance to modern times.

HST 213 History of the United States (3-0)
A general survey of the history of the United States from 1492 to 1865. This course is also offered through instructional television.

HST 223 History of the United States (3-0)
A general survey of the history of the United States from Reconstruction to the present time. This course is also offered through instructional television.

HST 223A The Civil War and Reconstruction (3-0)
Surveys the causes, course and results of the war while emphasizing the Confederacy, military campaigns and Reconstruction. May be substituted for either HST 213 or HST 223.
Prerequisite: (3 hours of history)

HST 223T Texas History (3-0)
A survey of the history of Texas from the Spanish period to the present while emphasizing Anglo-American settlement, the revolution, the republic and later development.

Home Economics

A student majoring in home economics should see a Tyler Junior College faculty advisor for help in completing a course plan.

HE 113A Principles of Food Selection and Preparation (2-4)
Selection and preparation of foods, nutritive values and cost of foods.

HE 113B Fashion Fundamentals (2-2)
Color and design applied to selection and planning of apparel.

HE 113C Textiles (3-0)
A study of fibers, fabrics and finishes for application in choices of fabrics for clothing and home furnishings.

HE 113S Clothing Construction I (2-2)
Construction techniques for home furnishings and apparel.

HE 123A Meal Management (2-4)
A course for majors in Home Economics, hotel or restaurant management about planning, managing and serving meals.

HE 123B Clothing Construction II (2-2)
Selection, construction and alteration of apparel.

HE 123C Nutrition (3-0)
Principles of human nutrition applied to the family, community nutrition problems, chemistry, physiology and economics of nutrition.

HE 123D Intermediate Food Preparation (2-2)
Continuation of HE 113D with lab experiences, gourmet foods and foreign dishes.

HE 123F Gourmet Food Preparation (2-2)
Continuation of HE 123D with emphasis on gourmet food preparation.

HE 123P Consumer Science (3-0)
Consumer goods and services related to the home, family purchasing, advertising, commodity information, merchandise standardization, branding, grading and marketing.

HE 123S Social Fundamentals (3-0)
Introductions, correspondence, table manners, dating problems, weddings and informal and formal entertaining.

HE 123I Interior Design I (3-0)
Home furnishings and solutions to problems of interior decoration.

Humanities

HUM 113 Introduction to the Humanities (3-0)
An interdisciplinary, multi-perspective assessment of cultural, philosophical and aesthetic factors critical to the formulation of the values that have shaped the historical development of the individual and of society.

Journalism

A student majoring in journalism should see a faculty advisor for help in completing a course plan.

JRN 113 Mass Communications (3-0)
An introduction to mass communication and the mass media.

JRN 113C Introduction to Reporting (3-2)
Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgment. Includes lab practice in gathering and writing news.

JRN 123 Introduction to Advertising (3-0)
An introductory survey of the basics of advertising for print and electronic media.

JRN 123E Radio and Television News Writing (3-2)
The preparation of news copy for radio and television, news style for electronic media, spot news, features reporting, interviewing and assembling a newscast.

JRN 123P Photojournalism (2-3)
A beginning course about reporting with the camera, basic black and white press photography instruction emphasizing 120 and 35mm cameras, picture composition, developing and printing. No credit for both JRN 123P and GAP 113.

JRN 213 General Reporting (3-2)
The study and practice of newswriting and reporting.
Prerequisite: JRN 113.

JRN 223 Editing (3-2)
Theory and practice in newswriting, editing copy, headline writing and layout.
Prerequisite: JRN 113 or 213.

Legal Assistant 5828

Students successfully completing this program receive the Associate in Applied Science Degree and will be well prepared for a career as a legal assistant. The National Association of Legal Assistants, Inc., has defined the legal assistant:

"Under the supervision of a lawyer, the legal assistant shall apply knowledge of law and legal procedures in rendering direct assistance to lawyers, clients and courts; design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; detail procedures for practicing in certain fields of law; research, select, assess, compile and use information from the law library and other references; and analyze and handle procedural problems that involve independent decisions."

LA 111E Legal Ethics (1-0)
The moral responsibilities and duties which a member of the legal profession owes to the public, to the court, to professional brethren and to clients.

LA 113A Introduction to the Legal System (3-0)
Comprehensive study of the legal system and the role of the legal assistant within the system.

LA 123 Legal Writing (3-0)
Understanding of purpose and preparation of legal memoranda, proper forms for legal citations, drafting of intra-office memoranda and other legal documents.
Prerequisite: LA 123R Legal Research.

LA 123A Legal Interviewing and Human Relations (3-0)
Provides training in interviewing, negotiation and human relations concepts.
Prerequisite: Credit for or enrollment in LA 113A or consent of program coordinator.

LA 123B Tax Law (3-0)
Introduction to processes and procedures under the Internal Revenue Code.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program coordinator.

LA 123C Criminal Law (3-0)
Provides understanding of the provisions of the State Criminal Code and other statutory provisions relating to criminal acts and details the operation of the court system under various criminal offenses.
Prerequisite: Credit for or enrollment in LA 113A or consent of program coordinator.

LA 123D Family Law (3-0)
Comprehensive study of family law which includes the use of family court forms, preparation of pleadings and proposed decrees, drafting of property settlement agreements and the use of interviewing checklists.
Prerequisite: Credit for or enrollment in LA 113A or consent of program coordinator.

LA 123R Legal Research (3-3)
The major techniques and tools of legal research.

LA 213A Torts and Insurance (3-0)
Primary legal principles of tort and insurance law.
Prerequisite: Credit for or enrollment in LA 113A or consent of program coordinator.

LA 213B Wills, Estate Probate (3-0)
The legal concept of wills and trusts, the fundamental principles of law applicable to each, organization and jurisdiction of the probate court and an analysis of estate administration and fiduciary accounting.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program coordinator.

LA 213C Constitutional Law (3-0)
Provides working knowledge of the Federal Constitution, the Federal System and the States and the Supremacy of Federal Law.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program coordinator.

LA 213W Workmen's Compensation (3-0)
Applied study of the methods and means created by statutes for giving protection and security to the workmen and their dependents against injury and death occurring in the course of employment.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program coordinator.

LA 223 Litigation (3-0)
Principles of preparation for trial of civil and criminal cases as well as how to draft pleadings, motions and other documents required in civil or criminal action.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program coordinator.

LA 223A Law Office Management and Procedures (3-0)
Principles and practices of law office management, legal accounting practices, civil and criminal procedures.
Prerequisite: Credit for or enrollment in LA 113A or consent of the program coordinator.

LA 223B Internship (1-20)
Actual work experience in an attorney's office.
Prerequisite: Sophomore year or approval by program coordinator and an approved law office.

LA 223C Corporation and Commercial Law (3-0)
Basic law of contracts, partnerships, corporations and the Uniform Commercial Code with emphasis on drafting documents appropriate to various business transactions.

LA 223D Bankruptcy (3-0)
A study of the Bankruptcy Act and the procedure for supervision by a federal court for dealing with insolvent debtors.

LA 223R Advanced Legal Research (3-3)
Advanced legal research methodologies/projects.
Prerequisite: LA 113A and LA 123R.

Long Term Care Administration 8222

This program combines lecture, laboratory classes and on-the-job training in preparation to be licensed as a long term care facility administrator. Upon successful completion of this program, the student will be awarded a certificate of proficiency.

LTC 113 Introduction to Long Term Care Administration (3-0)
Organization, training, human relations, administration, management, policies and procedures of a long term care facility.

LTC 113A Psychology of Patient Care (3-0)
Needs and problems of the elderly, their families and staff as the elderly adjust to their new environment.

LTC 113G Group Activities (3-0)
Social needs, groups, leadership development and programs for the long term care resident.

LTC 122 Long Term Care Administration Standards (2-0)
A study of Minimum Standards used to license LTC facilities with differences noted between "Minimum Standards for Licensure" and "ICF Standards for Participation."

LTC 123 Technology of Patient Care (3-0)
Technical aspects related to patient care in a long term care facility.

LTC 123A Long Term Care Administration Law (3-0)
Business law as related to administration of a long term care facility.

LTC 213 Long Term Care Internship Seminar I (3-0)
Functions and discussion of management problems of long term care facilities.

LTC 213A Financial Management of Long Term Care Facility (3-0)
Use of financial management in decision making in the long term care facility.

LTC 213BI Long Term Care Internship (0-20)
20 hours/week on-the-job training in a state licensed facility under a state licensed administrator.

LTC 223 Long Term Care Internship Seminar II (3-0)
Discussion of administrative problems of a long term care facility.

LTC 223A Long Term Care Internship II (0-20)
20 hours/week on-the-job training in a state licensed facility under a state licensed administrator.

LTC 224A Nutrition and Quantity Foods (3-3)
Nutrition and food service management in a long term care facility.

Management 5621

The management curriculum is designed to give students the management courses needed for the development of effective management skills. Its purpose is to provide a practical, comprehensive program covering the full spectrum of management activity.

This program is designed to meet the requirements of young people preparing for careers in business management as well as men and women who are already actively engaged in business and industry.

The management major may elect to take a professional development seminar each semester designed for students who work a minimum of 20 hours each week in an approved job. The student also meets a one hour per week classroom seminar.

Upon completion of the management curriculum, the student will receive an Associate Degree in Applied Science.

MGT 113B Principles of Management (3-0)
The basic principles of management including planning, organizing, staffing, leading and controlling.

MGT 113C Human Relations in Management (3-0)
A study of individuals and group interaction emphasizing motivation, communication, leadership and job performance.

MGT 113S Small Business Management (3-0)
The aspects of management and operations unique to a small business and factors influencing business success and failure.

MGT 123 Principles of Marketing (3-0)
A general analysis of the economic and social aspects of the distribution of goods and services including a study of the marketing structure.

MGT 213 Advertising and Promotion (3-0)
The fundamental concepts of advertising to provide the knowledge needed to adapt to the various advertising problems.

MGT 213B Personnel Management (3-0)
The study of personnel policies, administration, education and training, job, job classification and analysis, labor supply and employment.

MGT 223 Salesmanship (3-0)
The basic principles of personal salesmanship including a study of methods, problems and duties of a salesperson.

MGT 223B Introduction to Public Relations (3-0)
An introduction to techniques concerned with informing the public of organizational activities and policies and creating favorable public opinion.

MGT 113A Professional Development Seminar I (1-20)
Open to management majors. Requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 123A Professional Development Seminar II (1-20)
Open to management majors. Requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 213A Professional Development Seminar III (1-20)
Open to management majors. Requires on-the-job training and provides development of the student in adapting management principles to job situations.

MGT 223A Professional Development Seminar IV (1-20)
Open to management majors. Requires on-the-job training and provides development of the student in adapting management principles to job situations.

"The quality I like most about TJC is the genuine concern the faculty and staff have for the students. I have benefited from the willingness of the faculty to help each student."

Kristy Swan, office occupations major, sophomore, Tyler

Mathematics

The mathematics courses at Tyler Junior College have been carefully designed to meet the needs of students in specific areas of study, such as technology, liberal arts, business, elementary education, science, engineering and mathematics. A student may take mathematics courses at Tyler Junior College that are equivalent to the courses he/she would take during his/her first two years at a senior institution.

Tyler Junior College requires four semesters to complete the advanced mathematics program. This sequence does not include advanced algebra and plane trigonometry. Students who do not have credit in advanced algebra (MTH 113A) and plane trigonometry (MTH 113B) are advised to complete these courses during the summer preceding their freshman year.

Note: A grade of C or better must be made in each mathematics course in order to continue in any mathematics sequence.

A student majoring in mathematics should see a Tyler Junior College faculty advisor for help in completing a degree plan.

MTH 013D Developmental Mathematics (3-0)
A review of fundamental mathematical operations.

MTH 013E Prealgebra (3-0)
Whole numbers, fractions and mixed numbers, decimals, ratio and proportion, percent, denominate numbers, introduction to algebra.
Prerequisite: MTH 013D or acceptable placement test score.

MTH 013L Introductory Algebra (3-0)
A review of fundamental operations in algebra.
Prerequisite: MTH 013E or acceptable placement test score.

MTH 113 Intermediate Algebra (3-0)
Sets, linear equations and inequalities, polynomials, factoring, quadratic equations and inequalities, relations, functions, exponents and radicals, systems of equations.
Prerequisite: MTH 013L or acceptable placement test score.

MTH 113A Advanced Algebra (3-0)
Exponents, functions, inverse functions, exponential and logarithmic functions, theory of equations, systems of equations, matrices, inequalities, ratios, variations, progressions and binomial theorem.
Prerequisite: MTH 113 or acceptable placement test score.

MTH 113B Trigonometry (3-0)
Angular measure, functions of angles, radian measure, derivation of formulas, identities, solution of triangles, equations, inverse functions and complex numbers.
Prerequisite: MTH 113 or MTH 113A or credit in MTH 113 and concurrent enrollment in MTH 113A or acceptable placement test score.

MTH 113C Computers and Information Processing (3-0)
Historical development of computers, terminology, introduction to BASIC language programming, study and use of current software.
Prerequisite: Acceptable reading and mathematics placement test scores.

MTH 113G Introduction to Modern Mathematics (3-0)
Sets, topics from elementary number theory, rational numbers, decimals, real number system, systems of numeration, metric system and topics from consumer mathematics.
Prerequisite: MTH 013L or acceptable placement test score.

MTH 113H Mathematics for Electronics (3-0)
The application of mathematics to problem solving in electronics technology, including algebra, trigonometry, logarithms and vector analysis.
Prerequisite: MTH 013E or acceptable placement test score.

MTH 113K Finite Mathematics for Business (3-0)
Relations, functions, graphing, equations, inequalities, matrices, permutations, combinations, probability and introduction to linear programming, mathematics of finance.
Prerequisite: MTH 113 or acceptable placement test score.

MTH 113T Applied Trigonometry (3-0)
Rectangular coordinates systems, trigonometric functions and graphs, fundamental trigonometric identities, solutions of right triangles, elementary vectors and applications.
Prerequisite: MTH 123E or MTH 113.

MTH 123B Introduction to BASIC Programming (3-1)
BASIC programming language, programming logic, flow charting, coding, arrays and file processing.
Prerequisite: MTH 113 or acceptable placement test score.

MTH 123D Computing for Engineers (3-1)
Algorithms, programs and computers in engineering applications with numerical analysis using the FORTRAN language.
Prerequisite: Credit or registration for MTH 213B.

MTH 123E Applied Mathematics (3-0)
Application of whole numbers, nonfractional equations, addition, subtraction, multiplication and division of fractions, fractional equations, graphing, literal fractions and formal rearrangement.
Prerequisite: Acceptable placement test score.

MTH 123G Introduction to Modern Mathematics II (3-0)
Real numbers, linear equations and inequalities, functions and graphs, systems of linear equations, quadratic equations, complex and finite number systems and plane geometry.
Prerequisite: MTH 113G.

MTH 123K Mathematical Analysis for Business (3-0)
Exponents and radicals, quadratic, expontential and logarithmic functions, graphing, sequences, differential and integral calculus with applications.
Prerequisite: MTH 113K.

MTH 213A Calculus I with Analytic Geometry (3-1)
The line, circle, algebraic curves, limits, continuity, the derivative, applications of the derivative, the differential, and the indefinite integral.
Prerequisite: MTH 113A and MTH 113B or acceptable placement test score.

MTH 213B Calculus II with Analytic Geometry (3-1)
Indefinite integral, definite integral with applications including areas, volumes, centroids, work, arc length and fluid pressure, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, techniques of integration.
Prerequisite: MTH 213B.

MTH 223 Differential Equations (3-0)
Equations of the first order and degree, linear differential equations, operational methods, higher order equations, Laplace transforms and applications of differential equations.
Prerequisite: MTH 223C.

MTH 223C Calculus III with Analytic Geometry (3-1)
Techniques on integration, polar coordinates, indeterminate forms, improper integral parametric equations, vectors in two and three dimensions, vector representation of lines and planes and vector valued functions.
Prerequisite: MTH 213B.

MTH 223D Calculus IV with Analytic Geometry (3-1)
Taylor's formula, infinite series, differential calculus of functions of several variables, directional derivatives, gradients, multiple integration, Lagrange multipliers, introduction to the calculus of vector fields.
Prerequisite: MTH 223C.

MTH 223S Introduction to Statistics (3-0)
Collection, tabulation and analysis of data, probability, normal and binomial distributions, linear regression and correlation, testing of hypothesis and utilization of computers in statistical application.
Prerequisite: MTH 113 or acceptable placement test score.

Medical Laboratory Technician 8028

Tyler Junior College offers a two-year program designed to provide understanding, proficiency and skill as a medical laboratory technician. Upon completion of the program, the student will be granted an Associate in Applied Science Degree.

The first year of the curriculum is devoted to a combination of liberal arts and clinical laboratory studies on the junior college campus. In addition to these studies in the second year, courses are included to provide supervised clinical laboratory work experience in hospitals and clinics. All medical laboratory courses must be taken in the proper sequence as listed in the catalog.

Two summer sessions of six weeks each are scheduled in the program. The first summer session will be devoted to liberal arts studies and supervised clinical laboratory experience. During the fourth semester and the second summer session, students will be engaged full time in medical laboratories to gain additional knowledge and skills firsthand. They will be under the general supervision of the faculty employed by Tyler Junior College. Group lectures to enrich the learning processes of the students will be provided.

When a student has completed the program he/she should be able to perform in all areas of the clinical laboratory. A minimum grade of 75 "C" will be required on all medical laboratory technology courses.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the coordinator of this program.

A medical laboratory technician student cannot continue to the next semester if he/she does not pass with a grade of "C" each required medical laboratory, math and science related courses listed in the medical laboratory technician curriculum.

A $25.00 non refundable deposit will be required upon acceptance to the medical laboratory program. This deposit will be applied toward tuition and fees upon enrolling at Tyler Junior College.

Science courses taken after application and acceptance to the Tyler Junior College medical laboratory program are expected to be taken at Tyler Junior College. Approval must be granted by the program coordinator and instructional division dean for enrollment in a science course at another college or university.

MED 113 Basic for Allied Health Services (3-9)
Introduction to medical laboratory technology and study of hematology.

MED 123 Clinical Microbiology (3-9)
Methods and equipment used in clinical bacteriology.
Prerequisites: MED 113, BIO 114A or permission of program coordinator.

MED 123A Special Clinical Microbiology (3-6)
Methods in parasitology and mycology.
Prerequisites: MED 113, BIO 114A or permission of program coordinator.

MED 123S Clinical Practice I (8-10) (5 weeks)
Methods in advanced hematology and urinalysis with laboratory applications and basic instruction in the use of computers.

MED 213A Medical Laboratory Techniques I (3-3)
Clinical Immunology with laboratory applications.

MED 213C Clinical Chemistry (3-6)
Chemistry related to the clinical laboratory.

Med 216S Clinical Practice IV (0-40) (6 weeks)
Clinical laboratory experience in areas of specialization under the supervision of College faculty.

MED 223A Medical Laboratory Technique II (3-6)
Blood banking and coagulation techniques with laboratory application.

MED 226 Clinical Practice II (1-19)
Clinical laboratory experience in A.M. training under the supervision of College faculty.

MED 226A Clinical Practice III (1-19)
Clinical laboratory experience in P.M. training under the supervision of College faculty.

Medical Office Management 5827

The Medical Office Management Program is designed to provide health care facilities with professionally trained individuals in management who will promote the smooth operation of an office or department within a health care agency.

These managers, during the course of overseeing the day-to-day operation, will practice effective human relations, maintain an efficient records management system and utilize a variety of office equipment that will facilitate in the administrative functions of the medical department/medical office.

Students who successfully complete this nine-month program and make application to the registrar's office will receive a Certificate of Proficiency.

MOM 113 Medical Terminology I (3-0)
An introduction to the principles of medical terminology and the classes of word elements as building blocks for a medical vocabulary which includes medical terminology relating to specific systems of the body with emphasis on material found in medical records.

MOM 113A Medical Office Procedures I (3-0)
Human relations and patient education, records management systems, telephone techniques, preparation for employment, development of an office procedures handbook, handling of correspondence and other applicable office procedures.

MOM 123 Medical Terminology and Transcription (2-2)
Transcription and management of documents utilizing medical terminology unique to specific body systems.
Prerequisite: MOM 113 or MR 113.

MOM 123A Medical Office Procedures II (3-0)
Bookkeeping systems, pegboard accounting, billing, collections, claims processing, direct claims resolution, insurance terminology, processing of insurance claims, profiles, HICPICS and general guidelines for answering patients' questions about insurance.

Medical Records 5827

MR 113 Medical Terminology I (3-0)
Word elements as building blocks for a medical vocabulary and terms relating to skin, muscle, bone, gastrointestinal, respiratory, heart and blood vessels with special emphasis upon spelling and pronunciation.
(Same as MOM 113)

MR 123 Medical Terminology II (3-0)
Continued word elements as building blocks for a medical vocabulary and terms related to gynecology, maternal, urogenital, eye, ear, nerves, psychiatric, geriatrics, endocrine and supplementary terms with special emphasis on spelling and pronunciation.

Mineral Land Management 5423

The objective of the land management program is to provide the student with the fundamental knowledge needed to enable him/her to seek employment as a leasing agent for oil, gas and mineral rights. The program centers around an intensive study of land records as recorded in county court houses and the laws regulating land sales and leasing transactions. Students will also be introduced to map interpretations, boundary location, oil and gas laws and the basic information necessary for property appraisal. Also included are other courses which will assist in leasing transactions.

Students successfully completing the courses in this nine-month curriculum and who make application in the registrar's office will receive a Certificate of Proficiency.

Mineral Lease Records Technology 5631

Mineral lease records personnel must see that legal contracts for land use are properly negotiated and that all scheduled payments are properly made. These two areas of responsibility require extensive sets of records and controls. Therefore, lease records personnel must be familiar with legal instruments, contracts, ledgers, indexes and various other records. Upon completion of this curriculum the student will be awarded an Associate Degree in Applied Science.

"I've benefited from Larry Pilgrim's wildlife management class."

Jerico Ventura, wildlife management major, sophomore, Lindale

Music

A student majoring in music should see a faculty advisor for help in completing a course plan.

Courses are offered for three types of students:

1. Those who desire to pursue a professional career in music after completing a standard four-year curriculum.
2. Those who desire to take individual private lessons in applied music.
3. Those who desire a cultural background in music.

General Music Courses

MU 111E, 121E, 211E, 221E-02 Guitar Ensemble (1-2)

A select grour of two to sixteen students which plays special arrangement for guitar "orchestra." Admission by audition.

MU 111F, 121F, 211F, 221F-01 Chamber Singers Small Ensembles (1-2)

A small group of select singers capable of performing both as an ensemble and as soloists performing traditional and contemporary madrigal and chamber vocal repertoire. Admission by audition.

MU 111H, 121H, 211H, 221H Harmony and Understanding (0-3)

A highly select vocal pop ensemble. Admission by audition.

MU 111I Instrumental Chamber Ensemble (1-2)

An advanced performance instrumental ensemble studying and performing wind and percussion chamber music from the Medieval Period to Modern music. Admission by audition. Must be concurrently enrolled in band.

MU 121I Instrumental Chamber Ensemble (1-2)

An advanced performance instrumental ensemble studying and performing wind and percussion chamber music from the Medieval Period to Modern music. Admission by audition. Must be concurrently enrolled in band.

MU 211I Instrumental Chamber Ensemble (1-2)
An advanced performance instrumental ensemble studying and performing wind and percussion chamber music from the Medieval Period to Modern music. Admission by audition. Must be concurrently enrolled in band.

MU 221I Instrumental Chamber Ensemble (1-2)
An advanced performance instrumental ensemble studying and performing wind and percussion chamber music from the Medieval Period to Modern music. Admission by audition. Must be concurrently enrolled in band.

MU 111K Class Piano (2-1)
Three hours instruction per week with instructions for beginners in piano using a 12 place electronic piano lab. Fundamentals of proper piano technique, note reading within the great staff, major scales, playing in the keys of C, F, G and simple chording with no previous piano experience.

MU 111T, 121T Elementary Ear Training and Sight Singing (2-1)
Rhythmic, melodic and harmonic dictation in the major and minor modes, sight singing in the treble, bass and C clefs and must be taken concurrently with MU 113T and 123T respectively. Required of music majors.

MU 112B, 122B, 212B, 222B Band (1-4)
The Apache Band is an elite performance ensemble open to all students of the College who qualify by audition. Performance include: field and parade marching, concerts, athletic events and other campus activities.

MU 112C, 122C, 212C, 222C Concert Choir (1-3)
A mixed chorus organized for the purpose of singing the more important works of vocal ensemble with members of this group engaging in a wide variety of public performances. Open to any student in the College and meets three hours per week.

MU 112O, 122O, 212O, 222O Symphony Orchestra (1-2)
Open to advanced instrumental students who are given practical training in professional orchestral routine in the East Texas Orchestra. Admission by audition. Four hours a week required.

MU 112S, 122S, 212S, 222S Jazz Band (1-2)
The Apache Jazz is an advanced performance ensemble open to students who qualify by audition. Must be currently enrolled in BAND. Performances include: concerts, banquets and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the 1980's.

Theory

MU 113A Music Fundamentals (3-0)
An introduction to the elements of music including a study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm and application of theory to the keyboard. Also for those lacking a background in music theory or desiring an appropriate elective.

MU 113B Music Appreciation (3-0)
A foundation in enjoyment and understanding of music through the use of recorded music and song literature.

MU 113E Teaching Music at the Elementary Level (3-0)
A study of the techniques and materials of music instruction for K-6 grades and of the child's voice, reading concepts and examination of recently published materials.
Prerequisite: MU 113A or permission of the instructor.

MU 113L, 123L Introduction to Music (3-1)
A general survey of the development of the art of music designed to provide a basic understanding of the principle periods and styles of music literature, origins, folk music, plainsong, vocal and instrumental forms, jazz and 20th century music. No prerequisites for MU 113L, open to non-music majors but required of music majors.

MU 113T, 123T Elementary Harmony (3-1)
A study of triads and their inversions, chord connections, keyboard harmony, cadences, simple nonharmonic tones, seventh chords and original part-writing exercises which must be taken concurrently with MU 111T and 121T respecitvely.
Prerequisite: Ability to read simple music notation. Required of music majors.

MU 121K Class Piano (2-1)
Continuation of MU 111K with THREE hours instruction per week including ledger lines, dotted rhythm pattern, playing in the keys of D, A, Bb, and hand independence with solo literature including the simpler works of Bach and Mozart.
Prerequisite: Completion of MU 111K or approval of the instructor.

MU 121V Brass Class (1-2)
Basic techniques of playing trumpet, trombone, french horn, baritone, and tuba with emphasis on the pedagogical aspect.

MU 121W, 221W Musical Theatre Workshop (0-5)
The study and performance of works from the music theatre repertoire with emphasis on all phases of techniques and procedures including participation in the musical production.

MU 211T, 221T Advanced Ear Training and Sight Singing (2-1)
A continuation of dictation and sight singing studies, including the C clefs, moduation, chromatic intervals and must be taken concurrently with MU 213T and 223T respectively.
Prerequisite: MU 121T. Required of music majors.

MU 211W Woodwind Class (1-2)
Basic techniques of playing clarinet, saxophone, oboe, bassoon, flute, and piccolo with emphasis on the pedagogical aspect.

MU 213T, 223T Advanced Harmony (3-1)
A further study of harmony and the introduction to counterpoint, the ninth, eleventh and thirteenth chords, chromatically altered chords, modulation, the decorative material of harmony, modern harmony and must be taken concurrently with MU 211T and MU 221T respectively.
Prerequisite: MU 123T. Required of music majors.

Applied Music

Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance should take private lessons for a major for the maximum number of semester hours each semester. Those who aim toward teaching should take private lessons for a concentration of two (2) semester hours each semester. All music majors should take, in addition to either a major or a concentration, a secondary private lesson for one (1) semester hour credit each semester. In every case, one of the two private lessons each semester must be piano.

A student majoring in music should see a faculty advisor for help in completing a course plan.

Students may also take private instrumental and vocal instruction as an elective. Two (2) semester hours credit would signify one hour of instruction per week. One (1) semester hour would signify thirty minutes of instruction per week.

The fees per semester on applied music courses are found in the tuition and fees section of this *Catalog.*

The College is not obligated to furnish instruments.

Vocal and instrumental instruction is available as follows:

Voice

The study of the art of singing in the bel canto style including breath control, breath support, vowel formation and other techniques of vocal production through vocal exercises tailored to the individual needs of each student and the study of art song literature from the English, Italian, German and French repertoires.

Piano, Organ

Enables the student for a major or concentration to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.

Guitar

Focuses on the classical technique as well as different positions, proper fingering, major and minor scales and sight reading with typical compositions by F. Carulli, M. Carcassi, L. Milan, and H. Villa-Lobos.

Electric Bass

Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the instructor. Elective only.

AMU 111B, 121B, 211B, 221B Trumpet Baritone, Trombone, French Horn, Tuba — Secondary or Elective
Applied music with private instruction.

AMU 111K, 121K, 211K, 221K Piano Secondary or Elective
Applied music with private instruction.

AMU 111O, 121O, 211O, 221O Organ Secondary or Elective
Applied music with private instruction.

AMU 111P, 121P, 211P, 221P Percussion — Secondary or Elective
Applied music with private instruction.

AMU 111S, 121S, 211S, 221S Violin, Cello, Double Bass, Harp, Guitar, Electric Ball — Secondary or Elective
Applied music with private instruction.

AMU 111V, 121V, 211V, 221V Voice Secondary or Elective
Applied music with private instruction.

AMU 111W, 121W, 211W, 221W Flute, Clarinet, Oboe, Saxophone, Bassoon — Secondary or Elective
Applied music with private instruction.

AMU 112B, 122B, 212B, 222B Trumpet, Baritone, Trombone, French Horn, Tuba — Concentration or Elective
Applied music with private instruction.

AMU 112K, 122K, 212K, 222K Piano Concentration or Elective
Applied music with private instruction.

AMU 112O, 122O, 212O, 222O Organ Concentration or Elective
Applied music with private instruction.

AMU 112P, 122P, 212P, 222P Percussion — Concentration or Elective
Applied music with private instruction.

AMU 112S, 122S, 212S, 222S Violin, Cello, Double Bass, Harp, Guitar, Electric Bass — Concentration or Elective
Applied music with private instruction.

AMU 112V, 122V, 212V, 222V Voice Concentration or Elective
Applied music with private instruction.

AMU 112W, 122W, 212W, 222W Flute, Clarinet, Oboe, Saxophone, Bassoon Concentration or Elective
Applied music with private instruction.

AMU 113B, 123B, 213B, 223B Trumpet, Baritone, Trombone, French Horn, Tube — Major
Applied music with private instruction.

AMU 113K, 123K, 213K, 223K Piano Major
Applied music with private instruction.

AMU 113O, 123O, 213O, 223O Organ Major
Applied music with private instruction.

AMU 113P, 123P, 213P, 223P Percussion Major
Applied music with private instruction.

AMU 113S, 123S, 213S, 223S Violin, Cello, Double Bass, Harp, Guitar — Major
Applied music with private instruction.

AMU 113V, 123V, 213V, 223V Voice Major
Applied music with private instruction.

AMU 113W, 123W, 213W, 223W Flute Clarinet, Oboe, Saxophone, Bassoon — Major
Applied music with private instruction.

Nursing, Associate Degree Nursing (ADN) 8021

The associate degree nursing program is a four semester and two summer sessions curriculum. The associate degree graduate, after adequate orientation, begins to practice as a staff nurse in a hospital or other health care facility. Through assessment of the individual, the graduate plans, implements and evaluates direct nursing care for individuals and/or groups with commonly recurring health problems. The graduate is able to monitor and direct peers and ancillary workers in the technical aspects of nursing care.

Having graduated from Tyler Junior College with an Associate in Applied Science Degree in Nursing, the graduate is qualified to apply for the National Council Licensure Examination for Registered Nurses.

Since applicants must meet the admission criteria of the program, application must be made directly to the program coordinator. Selection for enrollment is based on acceptance to the college, ACT or College Board (SAT) scores, reading level, math ability, prior educational achievement, personal references and health status.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

A $25.00 non-refundable deposit will be required upon acceptance to the program. This deposit will be applied toward tuition upon registration for nursing courses.

Science courses taken after application and acceptance to the Tyler Junior College associate degree nursing program are expected to be taken at Tyler Junior College. Approval must be granted by the program coordinator and instructional division dean for enrollment in a science course at another college or university.

Transfer credit for science courses completed at other colleges and univer-

sities, prior to application and acceptance at Tyler Junior College, will require individual consideration.

Beginning with the first year admissions fall 1989, all science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

NSG 113N Introductory Nursing Nutrition (3-0)
Principles of normal nutrition to meet the needs of the ill.

NSG 113P Nursing Pharmacology (3-0)
Concepts of basic nursing pharmacology.

NSG 112A Special Topics (2-0)
Theory of nursing process, nursing math, peri-operative care, eye, ear, oncology, grief and death and clinical application incorporated into NSG 117A.
Prerequisite: Acceptance to the ADN Program. Concurrent enrollment in NSG 117A and BIO 114D*.

NSG 115 LVN Transition (3-5)
Expansion of knowledge base and nursing skills through the study of the nursing process, therapeutic communication, fluid and electrolytes and selected medical-surgical conditions in adult patients.
Prerequisites: Acceptance to the ADN Program with approval based on special criteria, BIO 114D, BIO 124D and eligibility for placement into second year nursing courses the following semester.

NSG 117A Nursing I (3-13)
Nursing care of adults with medical-surgical disorders including stages of illnesses, activities of daily living, asepsis, pharmacology, communication skills and laboratory application of NSG 112A.
Prerequisites: Acceptance to the ADN Program. Concurrent enrollment in BIO 114D* and NSG 112A*.

NSG 129 Nursing II (5-13)
Nursing care of adults with medical-surgical disorders of GI, MS, GU, respiratory and endocrine systems.
Prerequisites: NSG 112A, 117A and BIO 114D. Concurrent enrollment in BIO 124D*.

NSG 225 Nursing III (5-17/8 weeks)
Expansion of student skills through maternity and gyn nursing.
Prerequisites: First year and concurrent enrollment in BIO 114A*.

NSG 225A Nursing IV (5-17/8 weeks)
Care of children with medical-surgical problems.
Prerequisite: First year and concurrent enrollment in BIO 114A*.

NSG 235 Nursing V (5-17/8 weeks)
Care of clients with common behavior deviations.
Prerequisites: First year, BIO 114A and concurrent enrollment 3 hour elective*.

NSG 235A Nursing VI (5-17/8 weeks)
Incorporates care of clients with neuro and cardiac problems with role transition.
Prerequisites: First year, BIO 114A and concurrent enrollment 3 hour elective.

Nursing, Vocational (VNE) 7821

The vocational nursing program is designed to prepare qualified individuals to give direct nursing care to patients of all age groups and to promote development of the individual as a responsible member of society.

Successful completion of vocational nursing curriculum leads to a Certificate of Proficiency.

Graduates are prepared to provide care in all health care settings that require increasing levels of technical expertise. The preparation of the student is based on scientific principles and structured to provide a foundation of skills on which the vocational nurse may build. Educational experiences are focused on disease prevention and direct care of selected patients.

After successful completion of the one-year curriculum, graduates are

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Concurrent enrollments are required unless previously completed with a "C" or better.

eligible for the State Board of Vocational Nursing Examiners examination. Only students who have completed a program of training approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as licensed vocational nurses.

Enrollment in TJC's vocational nursing program is limited. Those applying for admission must make application directly to the coordinator of the program.

The Admissions Committee selects the class on the basis of high school records, test results and the personal interview by the coordinator.

A vocational nursing student must maintain a minimum of a "C" in every vocational nursing course in order to graduate.

Students who do not successfully complete one or more prerequisite courses in any semester may apply to repeat those courses the next time they are offered.

Any student who has withdrawn from the program after successfully completing one or two semesters may re-enter the program (after three semesters) by passing with a 76 percent or better the most current final examination for each nursing course completed prior to withdrawal.

After two years, students who have withdrawn have the option of taking the most current final examination for courses previously completed and scoring 76 percent or better on each final, or students may repeat all courses.

Readmission to the program is dependent upon available space.

A $25.00 non-refundable deposit will be required upon acceptance to the vocational nursing education program. This deposit will be applied toward tuition and fees upon enrolling at Tyler Junior College.

VNE 113 Health Maintenance (3-0)
Principles of good nutrition and basic concepts of mental health.

VNE 114 Science for VNE (4-1)
Basic anatomical and physiological principles of human anatomy, pathogens and their implications in disease.

VNE 114A Medical-Surgical Nursing I (4-2)
Orientation to nursing, professional ethics, legal aspects, nursing process, drug classification and selected physiologic maladaptions.

VNE 116 Essentials of Nursing (4-13)
Basic knowledge and skills utilizing the nursing process as well as the calculation and administration of medications.

VNE 123 Nursing Care of Children (2.3-4.05)
Disorders, diseases and normal growth and development from birth to adolescent.
Prerequisite: All fall semester courses.

VNE 123A Maternity Nursing (2.3-4.05)
Biopsycho-social aspects of client during pre natal and post partum periods.
Prerequisite: All fall semester courses.

VNE 128 Medical-Surgical Nursing II (4-20.8)
Nursing process continued in selected physiologic maladaptations.
Prerequisite: All fall semester courses.

VNE 137 Long Term Care Nursing (3-17)
The aging process along with the legal, ethical, occupational and leadership aspects of long term care nursing.
Prerequisite: All fall and spring semester courses.

VNE 137A Community Health Nursing (3-17)
Nursing process in promotion of community health, mental illness and substance dependency problems.
Prerequisite: All fall and spring semester courses.

Office Technology 5824

The curriculum in office technology offers two options designed to qualify students for employment in a variety of business office settings. Upon completion of either option, a student may receive an Associate in Applied Science Degree.

A student who completes all courses listed in the first two semesters of either option may receive a Certificate of Proficiency in Office Technology.

OFT 112T Keyboarding (2-1)
Use of the alphabetic, numeric, and symbol keys is taught utilizing a software package. The touch system of keyboarding will be emphasized along with speed and accuracy. Formatting simple business documents will be covered.

OFT 113F Office Procedures (3-0)
Concepts of operating an automated office through the use of trained personnel, proper procedures and automated equipment.

OFT 113M Business Math/ Calculators (3-0)
Mathematical principles used in business are applied utilizing electronic calculators.

OFT 113R Business English (3-0)
Grammar, punctuation, spelling and capitalization as applied in written business communications.

OFT 113S Elementary Shorthand (3-3)
Introduction to Gregg Shorthand including reading, writing, theory principles, brief forms, dictation and transcription.
Prerequisite: OFT 113T or concurrent enrollment or high school typing.

OFT 113T Beginning Typewriting (3-3)
Mastery of the keyboard by the touch system, formatting business letters, manuscripts tables and other documents.

OFT 113W Word Processing (2-2)
Word processing concepts and machine functions are developed using a specific software package. Creation, editing, and printing of business documents will be emphasized along with the special features of the software package being taught.
Prerequisite: OFT 112T or higher level of typewriting.

OFT 122 Machine Transcription (1-2)
Entry-level job skills for the production of mailable transcripts from machine dictation.
Prerequisite: OFT 113T or high school typing.

OFT 123C Business Communications (3-0)
Application of letter-writing principles to inquiries and replies, credit and sales letters, adjustments, collections and business reports.

OFT 123S Intermediate Shorthand (3-3)
Review of Gregg shorthand theory, development of dictation speed and transcription skills for producing mailable documents.
Prerequisite: OFT 113S or high school shorthand: OFT 113T or high school typing.

OFT 123T Intermediate Typewriting (3-3)
Development of speed and accuracy along with the production of business documents.
Prerequisite: OFT 113T or high school typing.

OFT 123W Word Processing I (2-2)
Hands-on experience utilizing professional software package to produce business documents, on an IBM or Compatible.
Prerequisite: OFT 113T or high school typing.

OFT 213A Specialized Software (2-2)
Business applications are performed using an integrated software package. Students will prepare business documents which require the use of word processing system, a spreadsheet, and a dataBase.
Prerequisite: A word processing course or approval of the program coordinator.

OFT 213F Advanced Office Procedures (3-0)
Skills needed to manage travel, organize meetings and conferences, manage records and keep accurate financial data.

OFT 213S Advanced Shorthand (3-3)
This course places emphasis on speed building, mailable transcription and office style dictation.
Prerequisite: OFT 123S or OFT 123T.

OFT 213T Advanced Typewriting (3-3)
Specialized projects which emphasize document organization, business forms and letters.
Prerequisite: OFT 123T or permission of program coordinator.

OFT 213W Word Processing II (2-2)
A Professional software package **is used** to produce form documents, boilerplate paragraphs, mailmerge letters and other business documents.
Prerequisite: OFT 113T or high school typing.

OFT 213Y Special Topics (3-0)
Topics that reflect the needs of the business community.

OFT 223A Desktop Publishing (2-2)
Concepts and practical applications are taught using a software package. Page layouts, repagination, merging of graphics and text, and utilization of different font styles are emphasized.
Prerequisite: A word processing course.

OFT 223A Internship (1-20)
On the job training in a business office.
Prerequisite: Sophomore year or approval of program coordinator and division dean and an approved business office.

OFT 223F Administrative Office Management (3-0)
Develops an understanding of labor/management relations while stressing the service responsibility of the office to collect, process, store and retrieve information.

OFT 223W Word Processing (2-2)
Hands-on experience utilizing a software package frequently used by business organizations. Mailmerge, document storage and management, as well as advanced word processing functions will be emphasized.
Prerequisite: OFT 112T or higher level or typewriting.

OFT 223Y Special Topics (3-0)
Topics that reflect the needs of the business community.

Optician Technician 8037

The curriculum for optician technician represents a carefully planned balance of theory and practice in all aspects of the profession. The purpose of the program is to prepare the student to apply the science of optics to the making and fitting of lenses and devices; to aid in providing comfortable and efficient vision; to prepare the student to measure, adapt and fit eyeglasses or contact lenses to the human face for the aid of correction of visual or occular abnormalities; and to train the student in the use of measuring devices, instruments, machines and hand tools.

Students successfully completing this one-year program are awarded the certificate of proficiency.

OD 112 Office Procedures, Ethics and Insurance (2-0)
Retail office procedures, ethics, layout, laboratory, insurance programs and claim forms.

OD 113A Anatomy and Physiology of Eye (3-0)
Eye structure and function with emphasis on cornea and visual stimuli.

OD 113C Optics I (3-0)
Light behavior and effect lenses have on light.

OD 114 Ophthalmic Materials Lab I (4-8)
Ophthalmic terms, lens design and surface powers relating to refracting errors, grinding lens surface, computing lens curves and lens power measuring instruments.

OD 115 Applied Laboratory (1-39) (6 weeks)
Supervised laboratory designed to provide the student with an integration of skills in a retail and applied laboratory setting.

OD 116 Ophthalmic Dispensing I (6-3)
Refractive errors, lens aberration and effects, safety lens, prisms, anatomy optics and bifocal fitting procedures.

OD 123C Contact Lenses (3-3)
Contact lens materials, fitting techniques and responsibilities.

OD 123D Seminar (3-0)
Preparation for the State and National Certification Exam.

OD 123E Optics II (3-3)
Application of lens equations, optics of spheres, cylinders, prism, surface charts and tools.

OD 123F Ophthalmic Materials and Lab II (3-3)
Advanced use of tools, machinery, hand edging, mounting lenses and quality control.

OD 124 Ophthalmic Dispensing II (3-6)
Dispensing procedures, technique for fitting frames and study of materials.

Ornamental Horticulture 5026

Ornamental Horticulture describes a range of occupations dealing with the propagation and production of ornamental plants in both fields and greenhouses, landscapes, and floral arrangements, and the sale and use of trees, shrubs, flowers, garden plants and turf.

Students completing this program of instruction can look forward to careers that improve and beautify our environment. This program leads to the Associate of Applied Science Degree.

HRT 113A Landscape Plant Materials (3-3)
Identification, classification, characteristics and landscape use of shrubs, vines, ground covers, flowers and landscape trees.

HRT 123A Herbaceous and Tropical Plants (2-4)
Identification, culture, use of ornamental herbaceous plants in homes, indoor and outdoor gardens, shopping malls and other commercial buildings and conservatories.

HRT 123B Floral Design I (2-4)
Basic principles of floral design using fresh flowers and other materials to create basic corsages, boutonniers, homecoming mums and floral arrangements.

HRT 123C Landscape Maintenance (2-4)
Equipment and practices used in professional grounds maintenance programs, turfgrass establishment and maintenance of trees, shrubs and ground covers.

HRT 213 Greenhouse Horticulture (2-4)
Construction and operation of horticulture production structures, e.g., greenhouses, hot beds and cold frames.

HRT 213A Nursery Operations (3-3)
Layout, organization of staff and physical facilities used in wholesale, retail, field production, landscape and garden center nurseries in Texas. Legal requirements for starting a nursery in Texas.

HRT 213C Floral Design II (2-4)
Principles of floral arrangement design utilizing silk, fresh, dryed and cut flowers.
Prerequisite: HRT 123B or consent of program coordinator.

HRT 213E Greenhouse Crop Production (2-4)
Problems and problem solving techniques used in the greenhouse industry, actual production of bedding plants, foliage plants and floral crops.

HRT 214 Fundamentals of Design and Landscaping (3-6)
Basic principles, practices and concepts of landscape design, preparation of plans, specifications and cost estimates.
Prerequisite: HRT 113A or consent of program coordinator.

HRT 223D Landscape Development (2-4)
Planning of landscape operations, installation, care of plant materials, construction of landscape features, installation of drainage and irrigation systems.

HRT 223P Horticulture Pest Controls and Chemicals (3-3)
Commercial methods of plant problem diagnosis and treatment, insect identification, plant diseases, appropriate treatments, chemicals and fertilizers used in horticulture industry.

HRT 223 Ornamental Crop Production (2-4)
Advanced methods in nursery and greenhouse crop production, container grown plants, selected pot plant and field production.

Philosophy

PHI 113 Introduction to Philosophy (3-0)
A general introduction to philosophy designed to give basic knowledge of philosophy and understanding of the issues from which that history evolved.

PHI 213 Introduction to Ethics (3-0)
A consideration of the basic principles of human life with critical examination of traditional and current theories of the nature of goodness, happiness, duty and freedom including readings from selected philosophies, past and present.

Physics

Physics is the fundamental physical science. The study of physics provides background for engineering, industrial research and development, medicine, teachers of science and biological sciences.

Students majoring in physics who do not receive advance placement in MTH 113A and 113B are encouraged to take these courses in the summer so that they may enroll in MTH 213A in the first semester of the freshman year.

A student majoring in physics should see a Tyler Junior College faculty advisor for help in completing a course plan.

PHY 113 Physics Problems (3-0)
General physics with emphasis on problem solving.

PHY 111 Physics Problems Laboratory (0-3)
A lab designed in the fields of mechanics, fluids, heat, vibrations, electricity and optics to illustrate real-world applications of concepts taught in Physics Problems 113.

PHY 113D Statics and Strength of Materials (3-0)
Fundamentals of statics, resultant and equilibrant of forces, moments, friction, strength of materials, material properties, joint analysis, beams, columns, combined stresses and torque.

PHY 114B General Physics (3-3)
Fundamentals of classical mechanics, heat and sound for premedical, biological science, pharmacy, architecture students and others needing technical courses in physics.

PHY 123X Radiologic Physics II (3-0)
A study of the fundamentals of radiation physics.

PHY 124A Mechanics (3-3)
A calculus based course for the students who intend to major in physics, chemistry, mathematics or engineering.
Prerequisite: Credit or registration for MTH 213A.

PHY 124B General Physics (3-3)
A continuation of PHY 114B including electricity and magnetism, light and modern physics.
Prerequisite: PHY 114B.

PHY 214A Advanced Physics (3-3)
Heat, wave-motion, optics and atomic phenomena.
Prerequisite: PHY 124A and credit or registration for MTH 213B.

PHY 224A Advanced Physics (3-3)
Includes electricity and magnetism. Required of all engineering majors.
Prerequisite: PHY 124A and credit or registration for MTH 213B.

Postal Management 9624

This program provides two years of courses in postal service leading to an Associate in Applied Science Degree.

The first two semesters are a detailed study of the theory and operations in postal service. These courses and other related courses may be taken by any student. During the last two semesters, two seminars and on-the-job training are required and only postal service employees may enroll for these two seminars.

Students are provided with a fundamental knowledge of various departments of the postal service and the guidelines of postal regulations and operational procedures.

PMT 113 Introduction to the Postal Service (3-0)
A history of the U.S. Postal Service and the structure of the service before the Postal Reorganization Act of 1970.

PMT 113A Mail Processing (3-0)
A detailed survey covering mail classification and rates, service standards, ODIS, distribution systems and objectives and responsibilities of mail processing.

PMT 123 Postal Rules and Regulations (3-0)
An investigation of the line activities of postal operations, regulations and the implementation of regulations.

PMT 123A Postal Customer Service (3-0)
Discusses customer relations, retailing postal products and how to manage professional window service operations.

PMT 213 Postal Accounting and Finance Procedures (3-0)
A review of postal accounting with emphasis on long and short range budget techniques.

PMT 213S Training and Employee Development Seminar I (1-20)
The techniques in job instruction training, principles of learning and persuasive devices to accomplish given objectives in postal training. Seminars are not eligible for veteran's benefits.

PMT 223 Postal Management and Supervision (3-0)
The supervisor's role in planning, staffing, organization principles and their relation to the daily tasks of postal managers.

PMT 223A Employee and Labor Relations (3-0)
Collective bargaining procedures, union/labor laws, arbitration, grievance procedures and contract construction.

PMT 223S Postal Problems and Analysis Seminar II (1-20)
The art and science of problem solving with a focus on employee and labor relations. Seminars are not eligible for veteran's benefits.

"I enjoy the individual attention that faculty members give students and the opportunity of a hands-on experience of producing a newspaper."

Christy Busbye, *TJC News* editor, sophomore, Winnsboro

Psychology

A student majoring in psychology should see a Tyler Junior College faculty advisor for help in completing a course plan.

PSY 111 Freshman Orientation (1-0)
Designed to help students adjust to college life with emphasis on developing effective study skills, wise educational choices and appropriate social and personality development. Required of full time beginning students. Offered each semester and in special summer sessions.

PSY 013 Personal Development (3-0)
Basic principles of psychology designed to help develop interpersonal and specific behavioral self-management skills that will enable students to gain control over personal development directly relating to academic achievement.

PSY 213 Introductory Psychology (3-0)
Basic principles of psychology relating to individual differences, intelligence, development of personality, growth, motivation drives, emotions and learning. This course is also offered through instructional television.

PSY 223 Applied Psychology (3-0)
Basic psychological principles applied to adjustment and behavioral problems including a study of personality, attitudes, social relations and interactions as well as techniques for coping with stress and anxiety encountered in everyday situations of life and work.

PSY 223A Child Growth and Development (3-0)
The stages in the process and the physical, social, mental and emotional factors which influence growth and development of children up to adolescence.

Radiologic Technology 8033

Tyler Junior College offers a cooperative program with area medical facilities which is designed to provide skilled technicians in diagnostic medical radiography. The program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to apply for admission to sit for the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

A balanced curriculum of general didactic and clinical courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at Medical Center Hospital, Mother Frances Hospital and other assigned affiliates under the direction of radiologists, directors of radiology departments and clinical educators.

The minimum time for program completion is 24 months. A minimum grade of 75 will be required on all radiologic technology courses.

A radiologic technology student cannot continue to the next semester if he/she does not pass with a grade of "C" each required radiologic technology, math and science related course listed in the program's curriculum. For enrollment criteria contact the program coordinator.

Since enrollment in this program is necessarily limited, those seeking admission must make their application directly to the coordinator of the program.

A $25.00 non-refundable deposit will be required upon acceptance to the radiologic technology program. This deposit will be applied toward tuition and fees upon enrolling at Tyler Junior College.

XRT 111 Methods of Patient Care (1-0)
Includes nursing procedures and techniques used in general care of patients.

XRT 113 Radiologic Technology I (3-4)
An introduction to radiologic technology with laboratory sessions in an on-campus, energized laboratory.

XRT 113B Human Structure and Function I (3-0)
Basic structure and function of the human body.

XRT 113C Clinical Education I (3-16)
Clinical participation in routine radiographic, darkroom, office procedures and use and care of equipment.

XRT 116S Clinical Education III (1-36)
Continuation of Clinical Education II with completion of competencies involving general radiography.

XRT 123A Radiologic Technology II (3-4)
A continuation of Radiologic Technology I including positioning, radiographic exposure and medical terminology.

XRT 123B Human Structure and Function II (3-0)
A continuation of Human Structure and Function I including transverse and topograph anatomy.

XRT 123C Clinical Education II (3-21)
A continuation of Clinical Education I. Clinical rotations in general radiography and assistance with contrast media studies.

XRT 211 Clinical Education IV (1-27)
A continuation of Clinic Education III with rotations in areas of specialization.

XRT 212S Seminar (3-0)
Medical radiography subject areas discussed and preparation of student for employment interviews.

XRT 213A Radiobiology and Protection (3-0)
A study of radiation protection and radiation biology.

XRT 213B Imaging (3-0)
Methods of producing various diagnostic images.

XRT 213C Radiologic Technology III (3-0)
A continuation of Rad Tech II including special procedures, pediatric radiography and advanced radiographic exposure.

XRT 216S Clinical Education VI (1-36)
A continuation of Clinical Education V and completion of all competencies.

XRT 221 Clinical Education V (1-27)
A continuation of Clinical Education IV.

XRT 221A Department Administration (1-0)
Organization, function, supervision and financial arrangements of radiology department.

XRT 222 Quality Assurance (2-0)
An introduction to evaluation methods for assuring consistency in radiography.

XRT 222A Pathology (3-0)
Concepts of disease as it relates to radiographic procedures.

XRT 223A Radiologic Technology IV (3-0)
A continuation of Radiologic Technology III including advanced positioning, a review of ethics and the legal aspects of the profession.

Reading

RDG 011R Reading Laboratory (1-2)
Designed to improve proficiency in reading comprehension, rate, word recognition and vocabulary development. (Taken concurrently with RDG 013R)

RDG 013R Developmental Reading I (3-0)
Improving **basic** reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying local reading placement test scores.)

RDG 033R Developmental Reading III (3-0)
A continuation of **Intermediate** reading skills through individualized development of word attack, comprehension, vocabulary and rate.

RDG 023R Developmental Reading II (3-0)
Improving **intermediate** reading skills through individualized development of word attack, comprehension, vocabulary and rate.
(Required of students who do not present qualifying local reading placement test scores.)

RDG 013S College Study Skills (3-0)
Designed for the improvement of managing time, listening effectively, taking notes, concentrating, retaining information and taking examinations.

RDG 113D Advanced Reading (3-0)
Emphasizes the increased development of speed and comprehension skills in reading.

Real Estate Management 5423

Students successfully completing this program receive the Associate in Applied Science Degree.

The curriculum is designed with formal classroom study combined with case studies and actual work experience to give the student a sound background for a career in the real estate industry as a real estate salesman, petroleum landman, land title insurance agency, property insurance agent or a wide variety of other real estate oriented careers.

The program provides an opportunity for students to complete the educational requirements for the Texas Real Estate Salesman or Broker's License and/or the Fire and Casualty Local Recording Agent's License.

REM 113 Principles of Real Estate (3-0)
Survey course in real estate fundamentals including Fair Housing, Equal Credit Opportunity Act and Community Reinvestment Act. Meets Real Estate Commission requirements.

REM 113B Introduction to Land Records (3-0)
A study of the history of Texas land titles including ownership interest, methods of conveying and limiting factors to ownership.

REM 113D Real Estate Mathematics (3-0)
A review of basic arithmetic skills as applied to real estate problems. Meets Real Estate Commission requirements.

REM 113E Real Estate Marketing (3-0)
A study of the principles of marketing real estate including communication skills and the relationship of agent to buyer and seller. Meets Real Estate Commission requirements.

REM 123 Real Estate Law (3-0)
A study of Texas real estate laws. Meets Real Estate Commission requirements.

REM 123A Real Estate Finance (3-0)
An analysis of factors effecting mortgage money, sources of mortgage money, mortgage instruments and types of loans. Meets Real Estate Commission requirements.

REM 123B Real Estate Appraisal I (3-0)
An understanding of the principles used in estimating the value of real property. Meets Real Estate Commission requirements.

REM 123L Real Estate Law Contracts (3-0)
A study of joint lawyer-broker committee and the promulgated contracts. Meets Real Estate Commission requirements.

REM 213 Methods in Title Investigation (2-2)
A discussion of the recording system, abstract plants and actual practice in using recorded instruments.
Prerequisite: REM 113B or consent of program coordinator.

REM 213B Fire and Casualty I (3-0)
Covers fire and casualty insurance and general liability. Meets requirements toward recording agents license.

REM 213C-223C Real Estate Internship (1-20)
For students enrolled in Estate Management program. Provides work experience in real estate or related office.

REM 213D Real Estate Appraisal II (3-0)
The application of principles of Appraisal I and Advanced Methods of Appraisal for commercial and farm properties.
Prerequisite: REM 123B or consent of program coordinator.

REM 213E Land Title Problems (2-2)
A determination of surface, mineral and royalty ownership and a correction of title defects by use of corrective instruments.

REM 213F Introduction to Boundary Location (3-0)
Covers early surveying of land grants, locating vacancies, locating boundary lines and corners.

REM 213L Oil and Gas Law (3-0)
Introduces the legal principles involved in businesses related to oil and gas and with the general principles of substantive law concerning oil and gas jurisprudence.

REM 223 Property Management (3-0)
Stresses the management, maintenance, rehabilitation, purchase and sale of residential, commercial and industrial properties. Includes leases, rehabilitation, insurance, tax aspects, record keeping, public relations and advertising.

REM 223A Real Estate Title Insurance, Abstracts, Escrow, and Closing Procedures (3-0)
A case study of escrow and closing procedures including methods of title evidence.

REM 223B Real Estate Brokerage (3-0)
Covers management functions of a real estate firm and the laws of agency. Meets Real Estate Commission requirements.

REM 223D Fire and Casualty II (3-0)
A continuation of Real Estate 213B. Meets requirements for local recording agents license.
Prerequisite: REM 213B.

REM 223E Contracts and Negotiable Instruments (3-0)
Covers the mineral lease and negotiable instruments of the oil and gas industry.
Prerequisite: REM 213E or consent of program coordinator.

REM 223F Real Estate Investment and Taxation (3-0)
The concepts of investing in real estate and analyzing the tax advantages. Meets Real Estate Commission requirements.

REM 223G Railroad Commission Filings (3-0)
Development of the Railroad Commission's Oil and Gas Division with hands-on use of selected forms.
Prerequisite: REM 223E or consent of program coordinator.

REM 223L Land Records Management (3-0)
A study of the necessary technology needed to meet the obligations in the oil and gas leases, agreements and contracts.

Recreation: Tennis Teaching 9621

This program provides a two-year course to train students in teaching tennis, planning programs for tennis facilities, merchandising and operating pro shops and care and maintenance of tennis facilities. In addition, students are trained and prepared for certification testing upon completion of the course.

Students spend approximately 15 hours a week working in tennis-related programs. Programs include lab work, on-campus tennis clinics, pro shops, private clubs, municipal tennis programs and the functions of team coaching. Training aids used in the tennis program are books, training films, video tape recorders, audio tape recorders, ball machines, stringing equipment and field trips to various tennis and sport facilities.

Upon graduation from this program, the student receives an Associate in Applied Science Degree with a major in tennis.

REC 112L Tennis Teaching Lab (0-15)
On court teaching skills with an emphasis placed on individual lessons.

REC 112S Summer Tennis Experience (2-0)
Designed to train students for their approved, tennis-related summer work which includes responsiblity for a journal of activities and an evaluation of the work assignment.

REC 113 Individual Instruction (3-0)
A study of the uniqueness of the individual in tennis with detailed information on reasons and objectives explaining the participation of the individual in tennis and the understanding of procedure and application for private instruction as well as theory of the individual.

REC 113S Tennis Seminar I (3-0)
A study of the methods and materials to coach tennis including principles for becoming a professional tennis coach, proper coaching methods, fundamentals of tennis and the philosophy of tennis.

REC 114S Summer Tennis Experience (1-39)
Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and evaluation of the work assigned.

REC 122L Tennis Teaching Lab II (0-15)
Technical equipment as teaching aids including ball machines, video recorder, audio recorder and tennis stringing equipment with a continuation of on-court skills.

REC 123A Scientific Approach to Tennis Teaching (3-0)
An analysis of tennis from a scientific view point with information based on recent up-dated information by research studies of prominent tennis physicists and biomechanics.

REC 123G Group Dynamics of Tennis Instruction (3-0)
Designed to acquaint the tennis professional with the infinite variables in teaching, programming and handling groups.

REC 123S Tennis Seminar II (3-0)
A study of planning, organizing and conducting activities for tennis programs including promotion, special events, clinics, junior development, ladies day, ladders, tournaments, leagues and social events as well as the construction of the overall program.

REC 213C Tennis Camp and Club Management (3-0)
The process of managing by planning, directing, coordinating and controlling of tennis facilities, employees and participants.

REC 212L Tennis Teaching Lab III (0-15)
Emphasis placed on the organization, planning and performance of group lessons with a continuation of court skills as well as off-court procedures of the tennis professional.

REC 213S Tennis Seminar III (3-0)
An emphasis placed on sport medicine ranging from injury prevention exercises to diet and performance.

REC 222L Tennis Teaching Lab IV (0-15)
A survey of tennis management at various clubs with the student contributing to creative and innovative lessons and programming as well as a continuation of court skills and off-court procedures of the tennis professional.

REC 223E Contemporary Concepts in Tennis Instruction (3-0)
Further training of tennis instruction by a study of a selected reading list of tennis authors with a comparison and analysis of the similarities and differences of teaching and coaching styles and methodologies of the published works.

REC 223S Tennis Seminar IV (3-0)
A study of essential elements and basic principles involved in the organization, supervision and operation of a tennis pro-shop including the design, lay-out and construction of various tennis facilities.

Respiratory Therapy 8025

Repiratory Therapy offers two programs which prepare individuals for an allied health specialty in clinical care and management of respiratory disorders. The 12-month program leads to a Certificate of Proficiency and qualifies the graduate to apply for the Certified Respiratory Therapy Technician board examination. The 24-month program graduates a student with an Associate in Applied Science Degree and qualifies the individual to apply for the Registered Respiratory Therapist board examination.

The curriculum for the certificate program is included in the Registry Curriculum which is expanded with academic courses. These didactic courses include biology, chemistry, mathematics and English. Respiratory therapy courses consist of classroom, laboratory and supervised hospital experiences. The Certification and Registry programs have full accreditation from the Joint Review Committee on Respiratory Therapy Education (JRCRTE).

Since enrollment in this program is limited, those applying for admission must make application with the program coordinator.

A $25.00 non-refundable deposit will be required upon acceptance to the Tyler Junior College respiratory therapy program. This deposit will be applied toward tuition and fees upon enrolling at Tyler Junior College.

Science courses taken after application and acceptance to the Tyler Junior College respiratory therapy program are expected to be taken at Tyler Junior College. Approval must be granted by the program coordinator and instructional division dean for enrollment in a science course at another college or university.

Transfer credit for science courses completed at other colleges and universities, prior to application and acceptance at Tyler Junior College, will require individual consideration.

Persons who are certified respiratory technicians (CRTT) have an alternate means of becoming Registry eligible. A CRTT with 62 credit hours which include courses in anatomy, physiology, chemistry, biology, microbiology, math and physics, may become eligible to sit the Registry examination. The curriculum may be taken to obtain an Associate in Applied Science Degree. See the program coordinator for details. Selected respiratory courses are periodically offered in the evening.

A respiratory therapy student cannot continue to the next semester if he/she does not pass with a grade of "C" each required respiratory therapy, math and science related course listed in the curriculum.

RT 112 Cardiopulmonary Anatomy and Physiology I (2-1)
Aspects of the heart, lungs, kidneys and brain related to respiratory care practice.
Prerequisite: Program coordinator approval.

RT 112S Equipment Instrumentation (4-8)
Advanced level of respiratory care equipment characteristics and operation.
Prerequisite: Program coordinator approval.

RT 113 Basic Skills (3-0)
Basic scientific concepts related to respiratory care.
Prerequisite: Program coordinator approval.

RT 114 Clinical Orientation (3-12)
Theory, clinical application of basic respiratory care procedures and responsibilities.
Prerequisite: Program acceptance and concurrent with RT 114A.

RT 114A Technology I (3-4)
Theory and laboratory application of basic respiratory care procedures.
Prerequisite: Program acceptance and concurrent with RT 114.

RT 115S Clinical Experience I (7-32)
A continuation of RT 123.
Prerequisite: RT 123 with "C" or better.

RT 121 Pediatric Care (1-0)
Theory and application of respiratory care for pre-adult patients.
Prerequisite: Program coordinator approval.

RT 122 Pharmacology I (2-0)
Entry level aspects of respiratory care pharmacology.
Prerequisite: Program coordinator approval.

RT 123 Clinical Laboratory (0-16)
A continuation of RT 114.
Prerequisite: RT 114 with "C" or better.

RT 123A Pathology (3-0)
Theory and application of respiratory care related to diseases.
Prerequisite: Program coordinator approval.

RT 123S Cardiopulmonary Anatomy and Physiology II (3-0)
Advanced-level aspects of the heart, lungs, kidney and brain related to respiratory care practice. Advanced-level aspects related to cardiopulmonary and related organs systems as applied clinically during patient care.
Prerequisite: RT 112 and program coordinator approval.

RT 124 Technology II (3-4)
A continuation of RT 114A.
Prerequisite: RT 114A with "C" or better.

RT 125S Clinical Experience II (7-32)
A continuation of RT 115S.
Prerequisite: RT 115S with "C" or better.

RT 213 Clinical Practice I (0-16)
A continuation of RT 123 and RT 112S with emphasis on advanced-level application of respiratory care procedures.
Prerequisite: RT 123 and RT 112S or RT 125S each with "C" or better and program coordinator approval.

RT 213A Advanced Cardiopulmonary Topics (3-0)
A continuation of RT 122 and advanced-level respiratory care topics.
Prerequisite: RT122 with "C" or better.

RT 213B Seminar and Care Planning (8-3)
Advanced-level respiratory care topics and care plans
Prerequisite: RT 223 with "C" or better.

RT 213S Clinical Practice III (0-29)
A continuation of RT 223.
Prerequisite: RT 223 with "C" or better.

RT 214 Technology III (3-3)
A continuation of RT 112S.
Prerequisite: RT 112S with "C" or better.

RT 223 Clinical Practice II (0-12)
A continuation of RT 213.
Prerequisite: RT 213 with "C" or better.

RT 223A Applied Cardiopulmonary Pathology (3-0)
A continuation of RT 123A with advanced-level emphasis.
Prerequisite: RT 123A with "C" or better.

RT 223B Management and Education (3-0)
Theory and application of management and educational aspects of respiratory care practice.
Prerequisite: RT 213 and RT 214 with "C" or better or program coordinator approval.

RT 226S Clinical Practice IV (8-32)
A continuation of RT 213S.
Prerequisite: RT 213S with "C" or better.

Sociology

A student majoring in sociology should see a Tyler Junior College faculty advisor for help in completing a course plan.

SOC 213 Introduction to Sociology (3-0)
Basic concepts and principles of social behavior, relationships of culture and social interactions to human behavior and analysis of existing group structures and social organizations. This course is also offered through instructional television.

SOC 213A Marriage and Family (3-0)
An overview of marriage and family life with an analysis of changing lifestyles and social relationships involved in dating and in interpersonal adjustments in marriage, divorce and remarriage.

SOC 223 Social Problems (3-0)
An application of sociological concepts and methods to the analysis of current social problems including juvenile delinquency, alcoholism, suicide, family disorganization and crime.

SOC 223A Current Issues Sociology (3-0)
An in-depth study of specific contemporary topics such as sociobiology, urban society, gerontology, death and dying or sex roles. The course topics may vary.

Speech/Theatre

A student majoring in speech or theatre should see a Tyler Junior College faculty advisor for help in completing a course plan.

Speech Courses

SPH 111F Forensics (3-0)
For students interested in speech and theatre activities including various events of festivals and tournaments and the opportunity for participation in these contests.

SPH 113C Voice and Diction and Phonetics (3-0)
The basic principles of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experiences in voice development and special activities to meet individual vocal needs and professional objectives. Counts toward both a speech and theatre major.

SPH 123A Oral Interpretation (3-0)
Includes theory in understanding and interpreting the printed page plus practice in presentation of the various literary forms. Counts toward a speech and theatre major and offered every semester.

SPH 123R Radio/Television Announcing (3-0)
Principles of announcing, experience in various types of announcing and the study of voice, articulation, pronunciation and delivery.

SPH 113 Public Speaking (3-0)
Principles and types of speeches and the importance of listening with practice in planning, organizing and delivering general speeches to improve informative, persuasive and entertainment skills. Offered every spring.

SPH 113A Introduction to Speech Communication (3-0)
Emphasis on the importance of both listening and speaking to help the student recognize elements necessary for communication in personal, small group and public speaking.

SPH 113B Speech for Prospective Teachers (3-0)
Covers the improvement in the prospective classroom and the teacher's command of the basics of good speech and understanding of the practical application of speech in teaching students. No credit for both SPH 113A and SPH 113B.

SPH 223A Business and Professional Speaking (3-0)
Types and techniques of speeches most common to business and professional people including theory and practice in business speech situations, personal conferences, job interviews, oral reports, sales talks and occasional speeches.

SPH 213I Interpersonal Communication (3-0)
Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

Theatre Courses

THE 123B Fundamentals of Acting (2-4)
Covers theory and practice of acting with students gaining practical experience in development of vocal and physical techniques for actors.

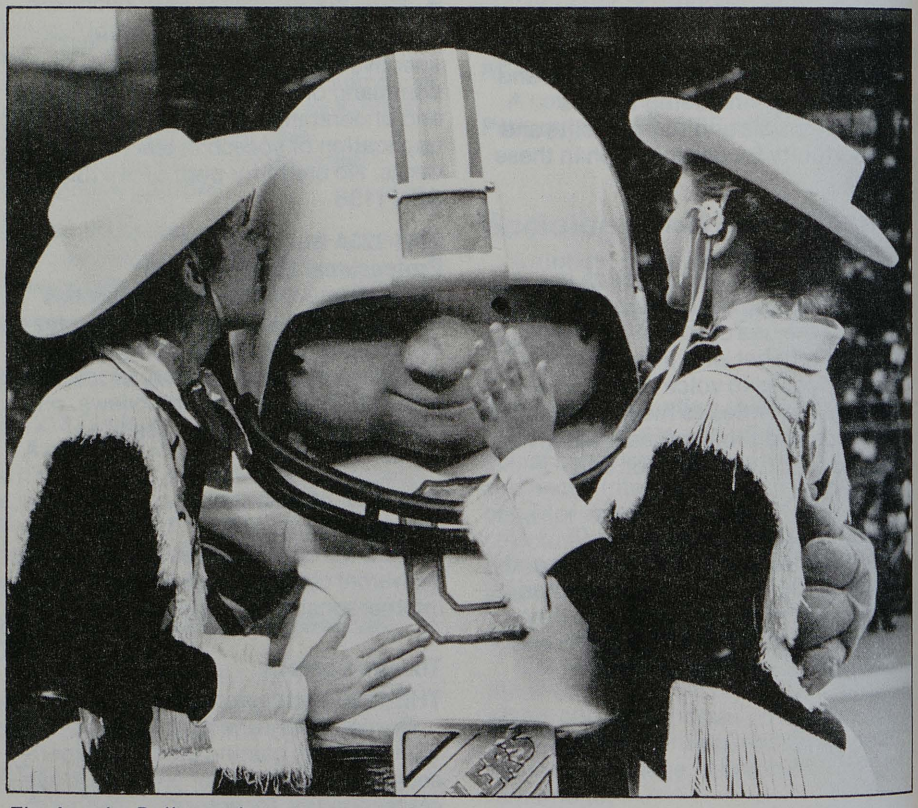
THE 123C Introduction to Technical Production (3-3)
A study and practice in the visual arts of the theatre and an introduction to stagecraft and lighting with additional work on technical crews providing practical experience.

THE 123M Makeup (3-0)
Covers the principles of straight and character makeup with intensive practical application and experience in stage productions.

THE 213A Introduction to the Theatre (3-0)
Covers the introductory study of theatre arts including an elementary study of play analysis, playwriting and dramatic criticism techniques of modern theatre practice in acting, directing, scene design and lighting.

THE 213B Acting II (2-4)
A continuation in the theory and practice of acting and practical experience in problems of creating characterization with emphasis on developing vocal and physical skills.

THE 113W-123W Theatre Workshop (3-0)
Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production.



The Apache Belles make many appearances nationwide and statewide. These Belles, in Houston's Astrodome, are welcomed by the Oilers' mascot.

Surveying

Students successfully completing this program receive the Associate in Applied Science Degree.

Surveying at Tyler Junior College was initiated at the request of land surveyors in the East Texas area. The courses offered are designed to teach the students the basic elements of surveying theory and to afford them enough supervised practice to enable them, in two years time, to become useful apprentices to this industry. Land surveying as such is emphasized and includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas and using the Texas Coordinate System. Other phases of surveying taught are mapping and route surveying.

SUR 113 Introduction to Surveying (3-0)
An overview of the surveying industry and introduction to surveying equipment.
Prerequisite: Concurrent enrollment in SUR 113A.

SUR 113A Surveying Measurements Practice (2-4)
The methods of measurements, measurement equipment and recording of survey data in a field notebook.
Prerequisite: Concurrent enrollment in SUR 113.

SUR 113B Surveying Calculations I (3-0)
Fundamentals of coordinate geometry and application to mapping. Theory of mistakes and errors and introduction to Manual of Practice.

SUR 113C Theory of Survey Measurement (3-0)
This course is an overview of the surveying industry with emphasis on the use of calculators and computers in computations. For experienced surveyors only. Students may not receive credit for both SUR 113, its companion lab SUR 113A, and SUR 113C.

SUR 123 Land Surveying (3-0)
Land history of Texas, public domain, public lands of the United States and calculating areas.
Prerequisite: Concurrent enrollment in SUR 123A.

SUR 123A Land Surveying Practice (2-4)
Theory and practical use of the transit and theodolite surveying equipment.
Prerequisite: Concurrent enrollment in SUR 123.

SUR 123B Surveying Calculations II (3-0)
Application of coordinate geometry to survey traverses and introduction to error analysis.

SUR 123C Application of Coordinate Geometry (3-0)
Procedures of calculating areas, coordinate geometry, traverse adjustment and error analysis. For experienced surveyors only. Students may not receive credit for both SUR 123, its companion lab SUR 123A, and SUR 123C.

SUR 213 Topographic Surveying and Mapping (3-0)
Theory and field methods for determining a true meridian through field astronomy, state plane coordinates and mapping.
Prerequisite: Concurrent enrollment in SUR 213A.

"I like the cleanliness around campus and the friendly atmosphere. I have developed better study habits here."

Donny Jackson, physical education major, freshman, Shreveport, Louisiana

SUR 213A Field Mapping Practice (2-4)
A study of planimetric and topographic maps, polaris observations, dendrology and photogrammetry. **Prerequisite:** Concurrent enrollment in SUR 213.

SUR 213C Control Surveying (3-0)
Control surveying, field astronomy, state plane coordinates and dendrology. For experienced surveyors only. Students may not receive credit for both SUR 213, its companion lab SUR 213A, and SUR 213C.

SUR 223 Route Surveying (3-0)
Theory methods of surveying for routes for highways, pipelines, utility and waterway construction. **Prerequisite:** Concurrent enrollment in SUR 223A.

SUR 223A Route Surveying Practice (1-4)
In depth field practice of surveying procedures for route construction. **Prerequisite:** Concurrent enrollment in SUR 223.

SUR 223B Legal Principles I (3-0)
A study of location, conveyance, ownership and transfer of real property under the laws of the state of Texas.

SUR 223C Construction Survey (3-0)
This course covers theory methods of surveying for routes for highways, pipelines, utility lines and waterway construction. For experienced surveyors only. Students may not receive credit for both SUR 223, its companion lab SUR 223A, and SUR 223C.

SUR 223D Legal Principles II (3-0)
Legal Principles, retracement and boundary location with application of legal principles and rules of construction.

The Apache football team has a large and loyal following. TJC boasts of many traditions and a rich heritage.

Welding 6245

Welding is a two-year, post-secondary program designed to qualify the student for entry level code welding for industry.

Upon successful completion of the program the student will receive an Associate in Applied Science Degree.

WLD 113B Introduction to Oxy-Acetylene Welding (2-4)
Requirements of oxy-acetylene welding including the use of equipment, safety, accessories, the welding of butt-welds in all positions and flame cutting.

WLD 113C Introduction to Arc Welding (2-4)
Requirements of arc welding including the use of equipment, safety, accessories, striking an arc, running beads in all positions and welding butt joints in all positions.

WLD 123B Advanced Oxy-Acetylene Welding (2-4)
Employs advanced applications in flame cutting and oxy-acetylene welding and brazing, soft soldering, silver brazing and automatic flame cutting.
Prerequisite: WLD 113B or consent of instuctor or dean.

WLD 123C Advanced Arc Welding (2-4)
Advanced applications in arc welding of plate in all positions including multi-pass electric arc welding, welding cast iron and hard facing.
Prerequisite: WLD 113C or consent of instructor or dean.

WLD 213A Introduction to Pipe Welding (2-4)
Requirements of pipe welding including the equipment usage, safety, pipe systems, pipe criteria, pipe layout, the welding of pipe in the horizontal and vertical position, metallurgy and weld defects.
Prerequisite: WLD 123C or consent of instructor or dean.

WLD 213B Introduction to M.I.G. and T.I.G. Welding (2-4)
Requirements of gas-shielded metal-arc welding and gas-tungsten arc welding including the use of equipment, safety, accessories, the welding of the butt, T, lap and outside corner joints in all positions.
Prerequisite: WLD 123C or consent of instructor or dean.

WLD 223A Advanced Pipe Welding (2-4)
Advanced applications in arc welding of pipe in all positions including the 6G position (45 degrees), heat treatment and the use of the beveling machine.
Prerequisite: WLD 213A or consent of instructor or dean.

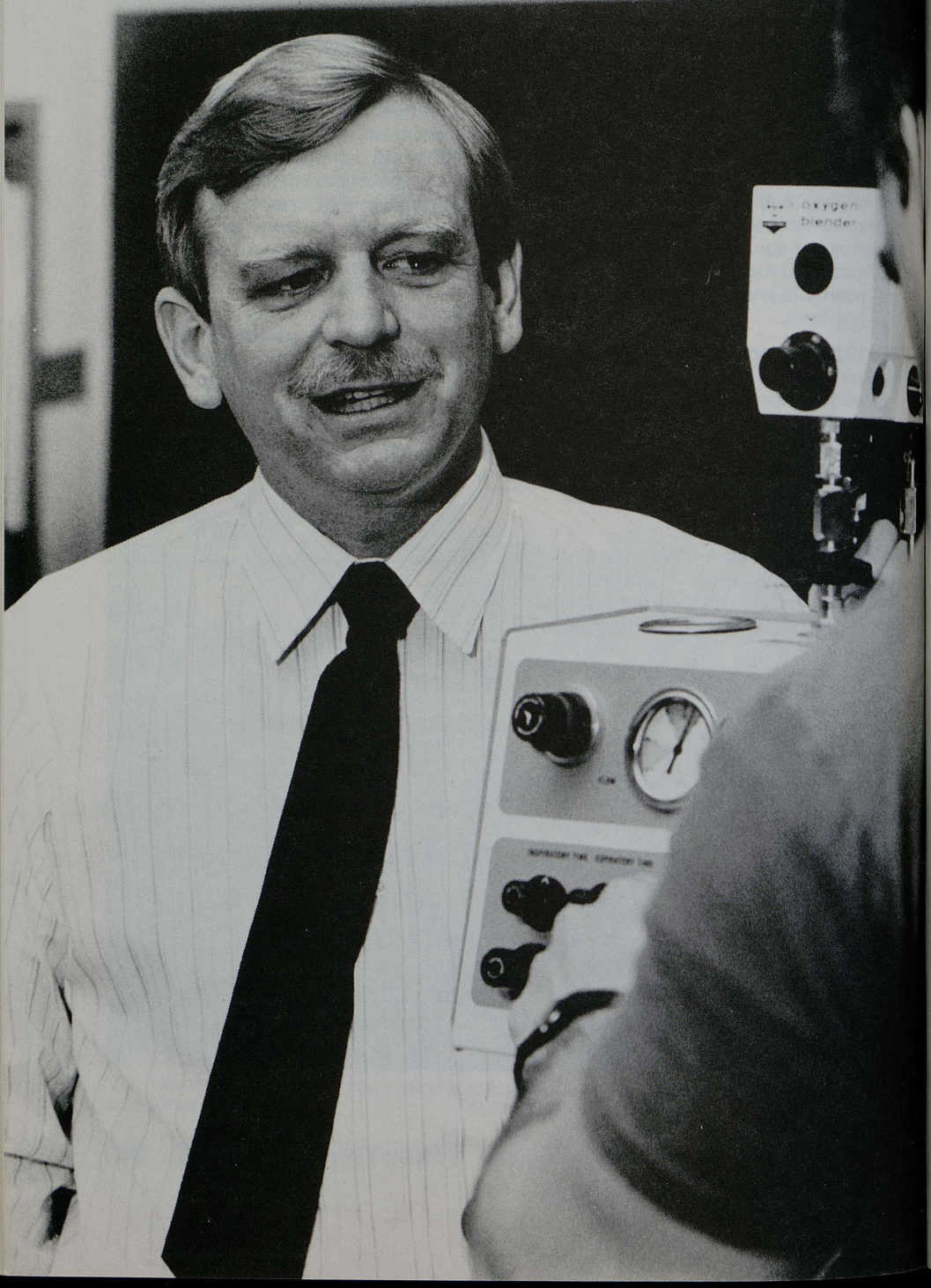
WLD 223B Advanced M.I.G. and T.I.G. Welding (2-4)
Advanced applications in gas-shielded metal-arc welding and gas-tungsten arc welding in all positions including flux core, dual, shield, aluminum and stainless steel welding, welding symbols and plasma cutting.
Prerequisite: WLD 213B or consent of instructor or dean.

"I like TJC because its small-college environment causes you to feel important. It gives you the opportunity to get involved and get to know the other students better."

Sonja Daniels, Apache Band member, sophomore, Troup

"I like to pose clinical situations so the students can apply what they learn."

Kenneth Stegall, Instructor, Respiratory Therapy
M.Ed., B.S., The University of Texas at Tyler



How We Help You

Scholarships and Awards

Paul Adams Art Award
Advance Class Scholarship/Glenwood Methodist Church
The A.J. "Jake" Alfred Memorial Scholarship
The Alpha Delta Kappa Scholarship
Alpha Theta Tau Chapter of Beta Sigma Phi Scholarship
The American Association of University Women Scholarship
American Business Women's Association, Lake Country Chapter, Scholarship
American Business Women's Association, Rose Garden Chapter, Scholarship
American Business Women's Association, Tyler Azalea Chapter, Scholarship
Tom Anderson Jr. Journalism Scholarships
ARCO Oil and Gas Company Affirmative Action Scholarship East Texas District
The Mattie Alice Scroggin Baker Presidential Scholarship
Dr. R.E.G. Baldwin Nursing Scholarship
Beverly Enterprises Scholarships
Charles Bloodsworth Scholarship
Brookshire Agricultural Scholarship
The S.W. Brookshire Presidential Scholarship
The Wood T. Brookshire Memorial Scholarships
Buford Television, Inc. Employee's Scholarship
Dr. Jean Speller Browne Scholarship
The Sarah Butler Presidential Scholarship
The T.B. Butler Dean's Journalism Scholarship
T.B. Butler Newswriting Award
The T.B. Butler Publishing Company Scholarship
The T.B. Butler Publishing Company Key and Internship
B.G. Byars Scholarships
The General D. Harold Byrd Memorial Scholarship
D.K. Caldwell Scholarship
The Margaret and Frank Canavaggio Presidential Scholarship
Russell Cantwell Scholarship
The Cedars of Lebanon Club Scholarship
Charles L. Childers Endowed Scholarship
Dr. H.R. Coats Nursing Scholarship
Community Hospital Auxiliary Scholarship
Community Service Club Scholarship
Criterion Study Club Scholarship
Harold E. and Janet L. Crumbo Scholarship
The Bess Corbet Memorial Scholarship
The D.A.R. Scholarship
The Wilton J. Daniel Endowed Scholarship
The Delta Kappa Gamma Society Scholarship
The Daniel B. Deupree Foundation Scholarship
The Downtowner's Business and Professional Women's Club Scholarship
The East Texas Bridge Club Scholarship
East Texas Chapter-American Petroleum Institute Scholarship
East Texas Chapter of Links Art Competition Award
East Texas Golden Gloves Association Scholarship
The East Texas Petroleum Wives Scholarship
East Texas Respiratory Seminar Scholarship
East Texas Cattle-ettes Scholarship
Educational Support Staff Association of Tyler Junior College Scholarship
The E.A. Ellison Memorial Scholarship
The Mary Martha Fair Presidential Scholarship
The R.W. Fair Foundation Scholarships
Paul and Sylvia Golenternek Forchheimer Scholarship
The I.L. Friedman Scholarship
The "Rusty" Ingram Fletcher Presidential Scholarship
The Mrs. A.S. Genecov Presidential Scholarship
Brady P. Gentry Dean's Scholarships
The Brady P. Gentry Presidential Scholarship
The Brady P. Gentry Academic Scholarships
Mrs. D.K. "Lottie" Caldwell Alfred E. Gilliam Apache Belle Scholarship

Mary John and Ralph Spence Alfred E. Gilliam Apache Belle Scholarship
Goar Scholarship Fund
The Celia Golenternek Goldstucker, Phillip and Hyman Golenternek Memorial Scholarship
The Dr. and Mrs. Dan Golenternek Scholarship
The Dr. and Mrs. Joe Golenternek Scholarship
The Isadore Golenternek Scholarship
The Leo Golenternek Memorial Scholarships
The Sarah H. and Alexander Golenternek Memorial Scholarship
Grand Court Order of Calanthe Scholarship
The Averille Greenhaw Home Economics Scholarship
Mrs. Etta Golenternek Gross Memorial Scholarship
The Raymond Hedge, Sr. Memorial Scholarship
The J.C. Henderson Memorial Scholarship
Dr. Winifred Golenternik Heringhi Memorial Scholarship
The Simon and Louise Henderson Foundation Endowed Scholarship
The Marguerite Hercules Scholarships
The E. Fred Herschbach German Language Award
Houston Livestock Show Association Scholarships
The Howe-Baker Engineers, Inc. Scholarship
The Dulse Lux Hudnall Presidential Scholarship
The David K. "Cokie" Hughes Memorial Scholarship
The Jeanne and Phil Hurwitz Presidential Scholarship
Independent Insurance Agents of Tyler Scholarship
Insurance Women of Tyler Scholarship
Jacksonville LVN Scholarships
Thomas Jefferson Memorial Scholarship
Dr. H.E. Jenkins Memorial Scholarship
Dr. Harry E. Jenkins Presidential Scholarship
Dr. Wiley Jenkins Scholarship
The Lillie Jiles Scholarships
The Harry Lawrence Johnson Surveying Scholarship
Tom Joyner Memorial Scholarships
The Journalism Ex-Students Award
The Junior Symphony League Scholarship
Nina S. and David O. Kindred Scholarship
King Communication Scholarship
The Margaret Kinzie Scholarships-LVN
The Margaret Kinzie Scholarships-RN
The Rick Kinsey Electronics Award
Las Mascaras Dr. Jean Speller Browne Award
Levy Estate Scholarship
Robin Lindsey Memorial Scholarship
Littera Club Scholarship
The Red Little Presidential Scholarship
The Asa Lockhart Scholarship
E.B. Long Memorial Scholarship
The Baker Lucas Memorial Scholarship
The St. Clair F. Luzzi Presidential Scholarship
The Margaret Luzzi Canavaggio and St. Clair F. Luzzi Scholarship Fund
The Leota Martin Memorial Scholarship
The Senator Warren Swann McDonald Scholarship
The McLarty-Childress Dean's Scholarship
The Medical Team Care Health Services Scholarship
The Van Edgar Neal Memorial Scholarship
The Josephine and Dan Needham Presidential Scholarship
Network for Executive Women Scholarship
Omega Psi Phi Fraternity Scholarship
The Breakfast Optimist's Club Scholarships
Phi Delta Kappa (Rose City Chapter) Scholarship
Tyler Pi Beta Phi Alumni Club Scholarships
The Pilot Club Scholarship
The P.C. Pinkerton Memorial Scholarship
The George W. Pirtle Memorial Scholarship
The Pirtle Scholarship in Science and Engineering
The George W. Pirtle Technology Scholarships
The El Freda Taylor Pirtle Scholarships
The Joyce and Bill Pirtle Presidential Scholarship
The J.C. and L.N. Price Trust Scholarship
The Professional Secretaries International Scholarship
The Quilters Guild of East Texas Home Economics Scholarship
William S. Reeves Scholarship
The Frank E. Peycke Memorial Scholarship
The L.N. Reynolds Incentive Scholarships
Mr. and Mrs. A.W. Riter Jr. Dean's Scholarship
Mr. and Mrs. A.W. Riter, Jr. Dean's Leadership Scholarship
Miss Rodeo Texas Pageant Scholarship
The Jennifer Leigh Rogers Scholarship

The Celedonio Romero Guitar Scholarship
Rose Capital Pilot Club Scholarship
The Louise H. Rogers Presidential Scholarship
The Robert M. Rogers Presidential Scholarship
The Pauline Heffler Roosth Presidential Scholarship
The Rotary Young Citizens Awards
The Chuck Sanderson Memorial Scholarships
Atlantis Shelby Scholarships
The Dorothy and Thomas H. Shelby, Jr. Presidential Scholarship
The Dr. and Mrs. L.E. Skinner Scholarship
The Grace Moore Skinner Smith Scholarship
The Smith County Bar Association Scholarship
The Smith County Dental Auxiliary-Dental Hygiene Scholarship
Smith County Medical Society Auxiliary Scholarships
The Smith County Medical Society Auxiliary Presidential Scholarship
Kathryn Nettles Speas Scholarship
The Tony Spitzberg Memorial Award
James R. Stewart Scholarship
The Ronnie M. Stone Memorial Scholarship
The Lawson Sewell, Tom Schoonover, Marc Morrison and V. Ray Pyle Tennis Scholarship
The Florence and Marcus Strum Scholarships
The Sun Oil Company Scholarships
The TEPE Scholarship
Texas Chest Foundation Scholarship
Texas Educational Secretaries Association, Inc. Music Scholarship
Association of Texas Professional Educators of Tyler Scholarships
Texas Real Estate Research Center Scholarship
Texas Rose Festival Association Music Scholarship
Texas Surveyors Association Scholarship
Trane Company Employee Scholarships
The Turman Family Reunion Scholarship
The Paul Turman Scholarship
The Tyler Art League Scholarship
The Tyler Association of Pharmaceutical Salesmen Scholarship
Tyler Board of Realtors Scholarship
Tyler Civic Chorale Association Music Scholarship
Tyler Civitan Scholarship
Tyler Clearing House Association Contributions to General Scholarship Fund
Tyler Clearing House Association Presidential Scholarship
Tyler Community Housing Resource Board Scholarship
The Tyler Council of Parents and Teachers Scholarships
The Tyler Desk and Derrick Club Scholarship
The TISD Educational Secretaries and Aides Association Scholarship
Tyler Evening Business and Professional Women's Club Scholarship
Tyler Home Builders Women's Auxiliary Scholarships
TISD Insurance Committee Scholarship
Tyler Junior College Alumni Association Scholarship
Tyler Junior College Drafting Scholarship
Tyler Junior College Geology Scholarship (in memory of Fred Johns)
Tyler Jaycees Scholarship
The Tyler Legal Secretaries Association Scholarship
The Tyler Lions Club Scholarship
The Tyler Men's Garden Club Scholarship
The Mental Health Association of Tyler Scholarship
Tyler Patrolman's Association Scholarship
Tyler Rose Society Scholarship
Tyler Rotary Club Scholarship
The University of Texas at Tyler Scholarship
Valedictorian Scholarships
The Dennis Van der Meer Tennis Scholarship
The Bonna Bess and Jim Vaughn Presidential Scholarship
Vaughn Foundation Scholarship
Dr. Jim Vaughn Foundation Nursing Scholarship
Veteran's of World War I and Ladies Auxiliary of Rose City Barracks Scholarship
Helen Wadel Music Scholarship
Floyd Wagstaff Scholarships
The Floyd Wagstaff Presidential Scholarship
The Carl Wallace Journalism Scholarship
The Mary Wallace Education Scholarship
Dr. and Mrs. J.E. Watkins Scholarship Trust
E.A. Wendlandt Scholarship
The Wesley Foundation Ann Adams Scholarship
Wesley Foundation Lillian Kelsey Powell Scholarship

The Dorothy Fay White and J.E. White Dean's Scholarships
The Jack and Dorothy Fay White Scholarship
The Dorothy Fay and Jack White Presidential Scholarships
The Reverend J.E. White and Minnie Gentry White Presidential Scholarship
The Jack and Dorothy Fay White Presidential Scholarship in the Fine Arts
The Mastin G. and Jack White Music Scholarship
The Mastin Gentry White Presidential Scholarship
The James H. "Buster" White Scholarship
The Mrs. Royce E. "Petey" Wisenbaker Presidential Scholarship
Virginia Wilks Nursing Scholarship
The Gertrude Buckley Windsor Presidential Scholarship
The Minnie Williams Memorial Scholarship
Watson W. and Emma Wise Cultural Arts Scholarship
The Watson Wise Incentive Award
The Women's Symphony League Scholarship
The Virginia Pittman Yale Journalism Scholarship

"I enjoy the HPE Center and its benefits. I love it. I'm in the 100 mile club and I've learned to play racquetball."

Christine Veien, dental hygiene major, Paris

Financial Aid

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. To apply for financial aid, each year a student must complete either the Application for Federal Student Aid (AFSA) or the Financial Aid Form (FAF) of the College Scholarship Service. The Financial Aid Need Analysis Forms of the College Scholarship Service take 5-8 weeks to process. Students and/or parents may also be required to submit a copy of their most recent federal income tax form.

Important Dates — Although an application for financial aid may be submitted at any time during the term, priority is given to students who apply by the recommended mailing dates.

Academic year — April 1

Fall Semester — April 1

Spring Semester — October 1

A student may apply for financial aid before being admitted to Tyler Junior College. However, the awarding of aid is contingent upon acceptance for admission; **disbursement will not be made before the twelfth class day.**

Any applicant who is married, born before January 1, 1964, orphaned or a ward of the Court, a Veteran of the U.S. Armed Forces, or has legal dependents other than a spouse may be considered self supporting. An Affidavit of Independence signed by the student and his or her parents or guardian must be submitted in addition to the other required application materials.

All applicants who have attended other colleges or universities are required to submit a Financial Aid Transcript (FAT) whether or not financial aid was applied for or received at the other institution.

Course Load Requirements — For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Guaranteed Student Loan), students must be enrolled in a degree or certificate program for at least 6 credit hours.

Students who attend only in the summer session **may not** be eligible for financial aid. Contact the Office of Student Financial Aid and Scholarships for details.

Some of the scholarships, grants, loans, and job opportunities available to students are outlined in the following paragraphs. Contact the Office of Student Financial Aid and Scholarships for detailed information about any program and deadlines for applying. Priority deadlines are established for scholarship and state grant awards.

Grants

Pell Grant

The Pell Grant program is a federally funded program designed to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college. To be considered for a Pell Grant, a student must be an undergraduate, not have received a bachelor's degree, and submit a Student Aid Report (SAR).

Supplemental Educational Opportunity Grant (SEOG)

The SEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. Priority is given to Pell Grant Recipients. Students must apply each year for the SEOG.

Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students enrolled at state supported colleges. This grant is available to students enrolled in credit and some non-credit courses. Students must apply each year for the TPEG.

Texas Public Educational — State Student Incentive Grant (TPE-SSIG)

The TPE-SSIG program is a state program. To qualify, students must show financial need and be making satisfactory academic progress toward their educational goal. This grant is awarded by eligibility based on a first come, first served basis. Students must apply each year for the TPE-SSIG.

Loans

Guaranteed Student Loan (GSL)

Guaranteed Student Loans may be made both by private lending institutions (banks, credit unions, savings and loan associations, insurance companies) and by the State of Texas, through the Hinson-Hazlewood College Student Loan Program. The interest on Guaranteed Student Loans is 8% maximum. Repayment on Guaranteed Student Loans begins six months after the student is no longer enrolled on at least a one-half time basis. There is a $50 minimum monthly repayment and a maximum ten year repayment period for these loans.

Emergency Short Term Loans (ESTL)

Tyler Junior College has established a limited Emergency Short Term Loan program to meet emergency needs of students. Loans are usually limited to the amount of tuition and fees and bear no interest; however, there is a $15.00 loan processing fee.

Employment

College Work Study (CWS)

The College Work Study program provides part-time employment for students with financial need and who want to earn part of their educational expenses while they are going to school. Total earnings are determined by your financial need and time available to work. Students must apply each year for College Work Study.

Student Assistants Employment Program (NWS)

Part-time employment for students who do not have financial need is available on campus. The wage rate and the average hours worked per week are similiar to the College Work-Study program.

Off Campus Employment (OCE)

Various part-time employment opportunities are available in the Tyler Community. Contact the Counseling Center for placement assistance. The wage rate varies with each job and financial need is not a requirement of employment.

Tuition Exemption Program

In addition to the scholarships, grants, loans, and employment opportunities already mentioned, the State of Texas and Tyler Junior College offer a number of exemptions from tuition and fee charges. They are not related to family income or "financial need," nor do they require the completion of a regular financial aid application. Contact the Student Financial Aid and Scholarships office for more information.

Vocational Rehabilitation Program

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information contact: Texas Rehabilitation Commission, Tyler District Office, 1517 West Front Street, Tyler, Texas 75703.

Bureau of Indian Affairs

The Bureau of Indian Affairs offers educational benefits to American Indian Students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility. Bureau of Indian Affairs, 1100 Commerce - Room 2044, Dallas, Texas 75202.

Satisfactory Academic Progress Requirement

Students who receive financial or VA benefits are required by regulation to make measurable progress toward the completion of their course of study. For a detailed description of the requirements, contact the Student Financial Aid and Scholarships office.

All inquiries regarding financial aid should be addressed to:

Director of Student Financial
Aid and Scholarships
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

Veterans' Services

Veterans' G.I. Bill of Rights

Tyler Junior College is approved for veterans' training.

Veterans may consult the veterans' coordinator for information and assistance in applying for benefits.

Veterans' Dependents' Aid

The federal government has set up provisions in Public Law 634 whereby certain veterans' dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of veterans with service-connected disability may find themselves eligible.

Satisfactory Progress —

The Veterans Administration must be notified of unsatisfactory progress the second semester a student has not made a 2.0 average. Veterans should contact the admissions office for additional information.

Hazlewood Act

Texas veterans who have exhausted their educational benefits may attend Tyler Junior College under the Hazlewood Act. They may be exempt from tuition and fees if they meet all the following requirements:

1. Currently a Texas resident.
2. A Texas resident at the time of entrance into the service.
3. Have an honorable discharge.
4. Have a copy of discharge papers (DD 214) on file at Tyler Junior College.
5. Proof of no other Federal Title IV benefits.

For further information, contact the Coordinator of Veterans' Services in the Admission/Registrar's Office.

Residence Life

Tyler Junior College operates eight modern, air-conditioned residence halls for students. For the safety of residents, each hall is closed to visitors at stated times each evening, and the use or possession of alcohol, drugs, or weapons is not allowed.

Each residence hall has a live-in residence staff which consists of a full-time Hall Coordinator and several student Resident Assistants. These staff members provide assistance to students, supervision for the operation of the hall, and direction for the educational and social programs to resident students.

All resident students enter into a residential contract which obligates them to maintain full-time student status, observe Tyler Junior College rules and policies, maintain their assigned room space in a safe and sanitary manner and gives guidelines for allowable items and activities within the residence hall.

Tyler Junior College is a member of ACUHO-I and SWACUHO, the national and regional College housing professional organizations.

College housing assignments are available only to full-time students enrolled for at least 12 semester hours. Certain courses of study in Allied Health areas may qualify based on total contact hours. Students must maintain full-time enrollment during each semester to remain in College housing.

For a residence hall application or more information about residential living, write to the Director of Residential Life or call 214-531-2524.

Tyler Junior College gives equal consideration to all applications for housing regardless of race, creed, color, national origin, age, marital status or physical handicap.

Residence hall assignments include a meal plan in the College Dining Hall. The cost of a room with seven-day plan is $1,000 per semester and a room with a five-day meal plan is $950 per semester. Limited summer housing is available. Costs are subject to change without further notice. Please refer to a current application form for costs.

College Dining Hall

The College Dining Hall provides meals for all students enrolled at the college on a variety of payment plans from one meal to a seven-day meal plan for an entire semester.

Students usually have a choice of several entrees, a sandwich bar, a salad bar and several desserts.

Students desiring more information should contact the Director of Food Services.

Health Services

The Health Center provides facilities for limited health care. Proper care is provided in case of minor illnesses; first aid assistance is rendered when needed, and individuals are referred to appropriate sources when more definitive care is necessary. All costs related to hospitals, services of a physician and medications not furnished by the Health Center must be paid by the student.

The Health Center provides health maintenance programs including: Immunizations, TB skin tests, allergy injections, crutches, nutritional information, blood pressure checks and health education materials.

Student medical insurance coverage is available at a reasonable rate from a private carrier. Additional information may be obtained in the Health Services Center.

Evidence of adequate levels of immunity against tetanus, diphtheria, poliomyelitis (types I, II, III), measles and rubella and evidence of freedom from infectious tuberculosis are required of all international students for admission to the College.

Counseling and Advising

Academic advising is provided to new students, education majors, scholastic probation students and to those whose major is undecided. Testing and tutorial services for students, as well as information concerning transferability of course work, is available. Counselors assist students with personal problems and concerns and provide referral information when requested. In addition, counselors help students to evaluate their interests and abilities and to set academic and career goals.

The Counseling, Testing, and Support Services Center provides services to currently enrolled and prospective students during both day and evening hours.

Prior to registration, new students are required to participate in the testing and advisement process, regardless of student classification, after having satisfied Tyler Junior College admissions requirements.

All returning students with chosen majors are advised by faculty advisors within the division of a student's program of study. Returning or readmission students should consult with their faculty advisor well in advance of registration to avoid possible advisement delays.

Testing

Admissions Test Score Requirement

All freshman and transfer students who have completed less than 15 semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT) well in advance of actual enrollment.

In addition to the use of these tests (ACT, SAT) for course placement purposes, students may be required to take in-house placement tests (English, reading or math) for more precise placement in selected courses. Additional information in regard to these tests can be obtained by contacting the Tyler Junior College Counseling, Testing and Support Services Center.

Credit by Examination

College Level Credit by Examination (CLCBE)

Tyler Junior College recognizes the fact that many students, independent of the college environment, have achieved the goals and objectives of certain college courses. In accordance with that belief, Tyler Junior College has adopted policies and procedures whereby students may receive college credit for that knowledge and/or experience or may be enrolled in classes commensurate with the academic level to which they belong.

Credit earned through CLCBE procedures will apply toward the graduation requirements of Tyler Junior College. Credit will also be given for acceptable advance placement scores of the College Board (AP), College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES), certain specific departmental institutional tests, credit by life work experience and additional tests as determined by the institution. Students are eligible to receive a maximum of 15 semester hours credit through CLCBE procedures providing they are concurrently enrolled at Tyler Junior College and complete a full semester of academic work in the classroom setting. Upon successful completion of any CLCBE experience, a grade of **CR** will be awarded and will not affect the grade point average. Tyler Junior College does not guarantee the transfer of credit awarded through College Level Credit by Examination (CLCBE) to other institutions; therefore, those individuals who desire to transfer credit should contact the institutions of choice for such information.

For further information about the College Level Credit by Examination Program, contact the Tyler Junior College Testing Center.

Career Development/ Placement

Career development and placement services which are available for students include exploring career options, interest assessments and occupational information. Placement services available include referrals for part-time and full-time employment, employer information through specific program coordinator liaisons and employer on-campus interview sessions.

For more information, contact the Tyler Junior College Counseling Center.

Support Services

Tyler Junior College provides a variety of support services for students with special needs and capabilities. Programs have been developed to assist the student with weak academic skills, a physical/learning disability and the non-traditional student considering "re-entry" into education or employment.

For more information, contact the Support Services Office in the Counseling Center.

Success Oriented Studies

This title (SOS) refers to courses and certain services in academic development for underprepared students. Assistance in basic skills such as reading, writing, mathematics and personal development is available through both semester-length developmental courses and shorter term individualized programs of study.

For more information, contact the Success Oriented Studies Office on the second floor of the Vaughn Memorial Library.

Summer Freshman Orientation

Summer freshman orientation sessions are available to students who wish to complete the freshman orientation requirement and register early for the fall semester. Students who participate in one of the summer freshman orientation sessions learn about the college courses available, discuss college and career plans with counselors, faculty advisors and other professionals and complete registration procedures for the fall semester.

For additional information, contact the Tyler Junior College Counseling Center.

Student Activities

Extracurricular activities at Tyler Junior College are many and varied, designed to afford full-time and part-time students with opportunities for enjoyment and enrichment. These activities are intended both to augment class work and to provide relaxation from studies.

The color and excitement of athletic events, the quiet pride of candlelit initiations, the exhilarating esprit de corps of a club project — these are all part of TJC's extracurricular offerings. A community college as well as a traditional junior college, the institution seeks in its numerous beyond-the-classroom activities to serve not only the students on campus but also the township and the entire East Texas area. For more information on student activities see the Tyler Junior College *Student Handbook.*

Apache Band

The Apache Band is the official college band which is open to all qualified students and also accompanies the Apache Belles. The Stage Band and Concert Band are select groups of band students from the Apache Band chosen to play a variety of music.

Apache Belles

A select women's organization, the group presents performances for half-time entertainment at college and professional games and entertains on other occasions.

Throughout the year, special study is given to good taste in clothing, makeup, manners and general personal improvement.

College Choir

Open to all students who wish to sing, the Choir represents the college in concert on and off campus.

Harmony and Understanding

A select group of singers from the college choir, Harmony and Understanding sings modern popular music.

The Madrigal Singers

A select group of singers from the college choir, the Madrigal Singers present music from the Classical and Baroque eras.

Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball and tennis and for women in basketball and tennis.

Clubs and Organizations

Other student activities include clubs and organizations which are intended to include the diverse interests of the students. The following list of organizations are presently active on the campus. A more complete description of the purposes and activities of each organization is included in the *Student Handbook.*

Association of Baptist Students
Biology Society of Tyler Junior College
Cheerleaders
Circle K
Epsilon Delta Pi
Electronics Club
Eta Epsilon
Future Farmers of America
Geological Society
Gospel Choir
Home Economics
Horticulture Club
Las Mascaras Speech and Dramatic Club
Delta Psi Omega
Law Enforcement Student Association
Mu Lambda Tau
Phi Theta Kappa
Physical Education Club
Resident Assistants Association
Psychology/Sociology Club
Respiratory Therapy
The Student American Dental Hygienists' Association
Survey Club
The Student Senate
Tyler Junior College Nursing Student Association
Tyler Junior College *News*
The Apache Rodeo Club
Tennis Tech
Young Republicans

Religious Student Centers

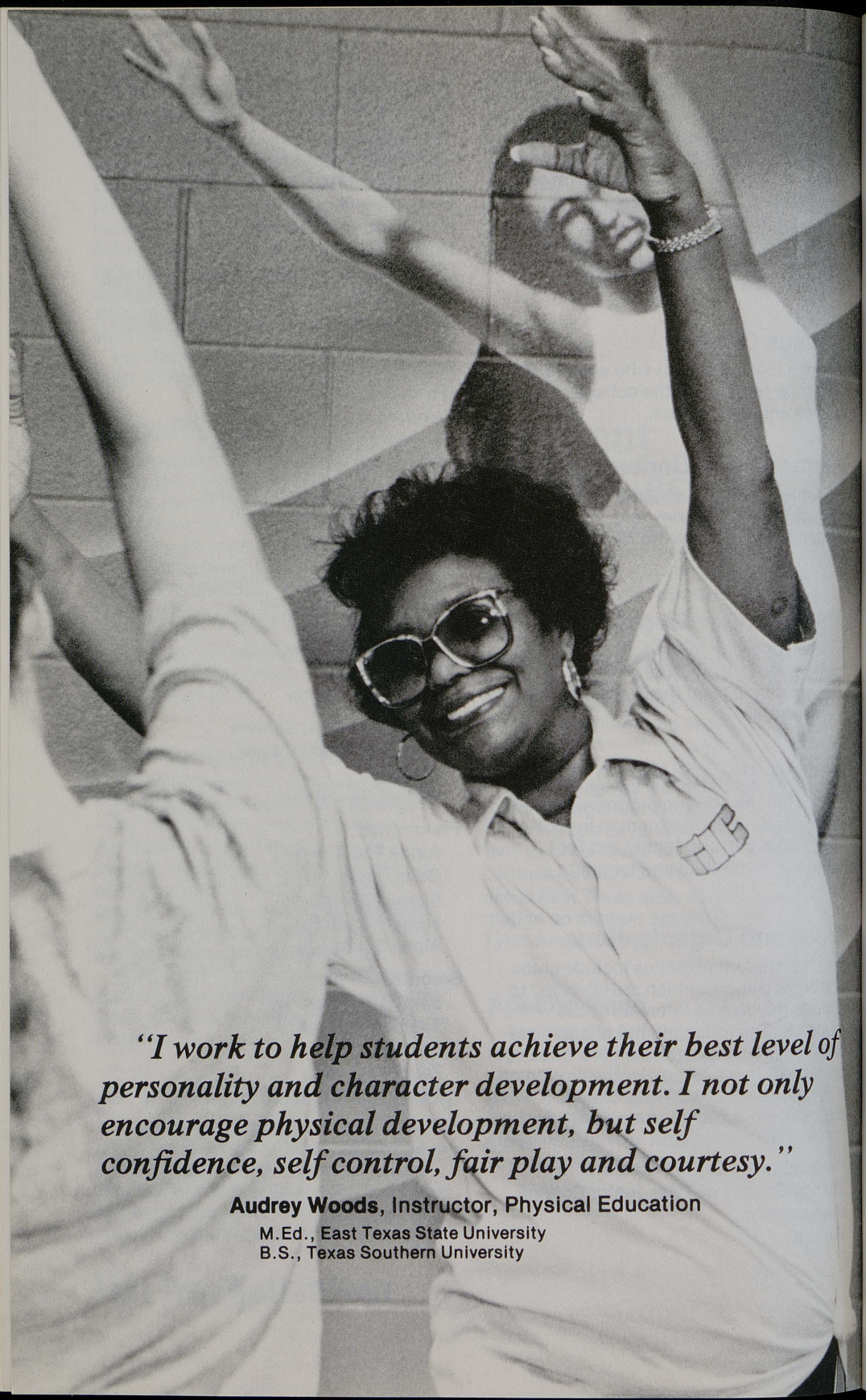
Baptist Student Union
Tri C
Wesley Foundation

Fraternities

Alpha Tau Alpha
Delta Upsilon
Sigma Delta Nu
Kappa Kappa Psi
Alpha Sigma Chi

Sororities

Sans Souci Sorority
Tau Beta Sigma
Tau Kappa
Zeta Phi Omega



"I work to help students achieve their best level of personality and character development. I not only encourage physical development, but self confidence, self control, fair play and courtesy."

Audrey Woods, Instructor, Physical Education

M.Ed., East Texas State University
B.S., Texas Southern University

What We Look Like

Buildings and Facilities

Tyler Junior College has a campus that encompasses 73 acres, has 29 buildings, including eight residence halls, and is valued at $30 million.

H.E. Jenkins Hall
Houses academic classes, the offices of the administration, admissions and business.

Potter Hall
Used for classrooms and offices.

Wise Auditorium — Fine Arts Building
Contains special rooms for music, art, drama and speech arts plus a large theater.

George W. Pirtle Technology Center
The Center has five buildings which contain special classrooms and labs for technical courses.

Student Center Building
Houses the College bookstore, student affairs office, student activities office, residential life office, recreational facilities, lounges, College dining hall, counselors, nurse and campus safety.

Wagstaff Gymnasium
Provides modern facilities for programs in intercollegiate athletics as well as general programs.

Hudnall Planetarium
Used to reinforce classroom instruction and to meet the needs of the entire community beginning at kindergarten level.

Powell Building
Home for non-credit continuing education classes including avocational and vocational programs.

Aleck Genecov Science and Arts Building
Provides facilities for lab sciences, art classes and offices.

Vaughn Library and Learning Resources Center
A learning resources center which houses the library, a complete media center with production facilities, both audio and video and an ultra-modern computer learning center, electronically equipped study carrels with instant audio and/or video channels to supply students with basic or enrichment information in their courses. An excellent book collection of more than 75,000 volumes is housed in the center.

The Watson W. Wise and Emma Wise Cultural Arts Center
This facility houses the programs of music, speech and drama, offices, classrooms, practice rooms and performance facilities including the Jean Speller Browne Theatre.

Bonna Bess Vaughn Conservatory
Building has a large, fully-equipped greenhouse-conservatory with a reception area and also features two classrooms and two offices.

The Tyler Museum of Art
This beautiful structure of latest museum design is operated through the cooperation of the Junior League of Tyler and Tyler Junior College.

Frank Baldwin Maintenance Building
Contains the various maintenance and utility facilities.

Welding Building
Contains classroom and workshop facilities.

Central Power Plant
Provides heating and cooling for major buildings.

Health and Physical Education Center
A comprehensive physical fitness center which contains a gymnasium, an aerobics studio, racquetball courts, an aquatics center, a band hall, a dance studio and other physical education facilities.

"Support Services is here to assist students with a special need. In short, we are all about possibilities and potentials, no matter who you are or what you want to be."

Vickie Geisel, Counselor/Coordinator, Support Services

What We Expect

Admission

All materials required for admission to Tyler Junior College should be on file in the admissions office prior to registration. A new applicant whose file is incomplete at the time of registration will be allowed to enroll on conditional status pending completion of the admission file. **No student will be permitted to re-enroll until admission requirements have been met.** Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

Admission to Tyler Junior College does not guarantee admission to a specific vocational-technical program.

The number of students admitted to each allied health program each year is limited, and admission to any of these programs requires separate application directly to the coordinator of a specific program as early as possible in advance of the fall semester. Programs which require separate application include dental hygiene, medical laboratory technology, associate degree nursing, radiologic technology, respiratory therapy, long term health care, optician technician and vocational nursing.

Responsibility rests upon the student applicant for insuring that all necessary materials have been submitted for admission.

Methods of Admission

Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

1. **Admission by Graduation From High School.**

   Graduation from high school with at least fifteen units of high school credit, including three units in English, is required. The elective units must be chosen from the list approved by the Texas Education Agency. Students must furnish a high school transcript showing graduation date.

2. **Admission by Examination (General Educational Development Test)**

   Applicants whose high school class has graduated and who wish to enroll in Tyler Junior College may be considered. The applicant must present satisfactory scores on the GED test prior to admission and proof that their high school class has graduated.

3. **Admission of Transfer Students.**

   Students may be accepted on transfer from other regionally accredited colleges and universities when eligible to return to their former institutions.

   A student seeking to transfer to Tyler Junior College must:

   a. Present a transcript from the last college or university attended. Students who wish to apply for a degree or certificate from Tyler Junior College must furnish official copies of transcripts from **all** colleges or universities attended.

   b. Continue on scholastic probation at Tyler Junior College if he/she has been placed on probation at another institution.

   c. Not seek to be admitted to Tyler Junior College if he/she is on enforced scholastic withdrawal from another institution. Residents of the Tyler Junior College District may apply to the dean of admissions for special consideration.

   A student transferring from another collegiate institution is not at liberty to disregard his collegiate record and apply for admission on the basis of his high school record or a part of his college record.

4. **Special Admissions.**

   a. Students whose high school class has graduated may be admitted conditionally at the discretion of admissions officials.

b. Early Admission Students: Special high school students are accepted during their senior year upon recommendation of their high school counselor or principal and with the permission of their parents. These students may take one or two courses each semester. Credit for the courses will not be released until the student graduates from high school and furnishes Tyler Junior College with a transcript showing date of graduation.

c. Allied Health Programs: In addition to admission to Tyler Junior College, students must fill out appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available.

5. International Students.

The following requirements apply to international students:

Immigrant and refugee students — Students must submit verification of immigrant card or I-94 Refugee Permit.

Non-immigrant alien students — The following requirements apply to all students holding visa category A-L issued by Immigration and Naturalization Service:

a. Application and all documents should be on file at least 60 days prior to registration.

b. Official copy of transcript for the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grade earned. Students who have attended an American college or university do not need to submit a high school transcript.

c. Official copy of transcript from each college or university attended. All foreign transcripts must be certified English translations.

d. Proof of English proficiency.

(1.) Test of English as a Foreign Language (TOEFL); minimum acceptable score is 525.

(2.) Completion of an English Language School or program of recognized standing with proficiency attained equivalent to above TOEFL score as approved by office of admissions.

(3.) Other proof of English proficiency equivalent to above TOEFL score as approved by office of admissions.

e. Immunization requirements for international students.

(1.) Freedom from infectious tuberculosis should be ascertained by:

(a) Tuberculin Test (5 T.U. PPD, Mantoux technique) required within six months prior to admission.

(b) Posterior/Anterior chest x-ray is required prior to admission if Tuberculin Test had a positive reaction.

(2.) Types of Immunizations:

(a) Diptheria (within 10 years)
(b) Tetanus (within 10 years)
(c) Poliomyelitis (Types I, II, & III)
(d) Mumps
(e) Measles
(f) Rubella

f. Proof of financial ability to stand all expenses for the college year. We have no scholarship or financial aid available for foreign students nor do we issue work permits for them. This means that the student must show his/her ability to stand all expenses for the college year (Form I-134).

g. Proof of hospital and accident policy to cover hospitalization is required.

h. Compliance with all requirements and procedures established for visa category by Immigration and Naturalization Service.

6. Admission Test Scores Requirement.

All freshman students who have completed less than 15 semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the

Student Service Fee Change Notice

Please note that a student service fee of $3.00 per semester hour has been added for all students. This is in addition to the fees outlined on pages 125 and 126 of the 1988-89 Tyler Junior College *Catalog.*

Refund Policy Changes

Only classes officially "dropped" at the Registrar's Office will have refunds processed according to the Refund Policy Schedule on page 126, 1988-89 Tyler Junior College *Catalog.*

The date recorded by the Registrar's Office will be the date used in the refund calculation.

College Board (formerly SAT). Such scores are used for counseling and placement purposes.

Students who do not have test scores on file and who wish to take a beginning English or mathematics course must take a placement test for proper placement in these classes. In addition, students taking more than seven hours will be required to take a Reading Test.

The American College Testing Program and the College Board tests are scheduled at Tyler Junior College and other conveniently located testing centers in Texas and elsewhere. A list of the testing centers may be found in the Student Information Bulletins of the testing services. The Student Information Bulletins, registration forms and the current year's testing dates may be obtained from the Tyler Junior College Testing center or from high school or college counselors or registrars.

It is recommended that transfer students with less than 15 semester hours of credit submit scores from either the American College Testing Program or the College Board.

Students residing in the Tyler Junior College District are entitled to priority in enrollment. Others are admitted if facilities are available, but the college reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever in its judgment facilities are not available for additional students.

"I like Tyler Junior College because the atmosphere is warm and friendly. The College has a wonderful and supportive faculty."

Susan Blalock,
Grand Saline, freshman

Tuition and Fees

Tuition rates at Tyler Junior College are low because the College is partially supported by the State of Texas. Tuition is due in full at the beginning of the semester. Any other plan must be by special arrangement with the Financial Aid Office. A registration fee of $10.00 will be charged to all students. An additional fee of $10.00 is charged for late registration — enrollment after the regularly scheduled registration days. A fee of $5.00 will be charged for all returned checks. If the check was presented in payment of tuition and fees, the return will also result in a $10.00 late registration fee.

A fee of $5.00 will be charged each time a student changes his or her schedule after registration.

Residents of the TJC District

Tuition: $8.00 per semester hour with a minimum total tuition charge of $25.00.

Texas Residents from outside of the TJC District

Tuition: $8.00 per semester hour with a minimum total tuition charge of $25.00.

Surcharge fee: $10.00 per semester hour.

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations — Residence Status." Twelve months is the minimum length of time required to establish residency.

"Legal place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment.

In-District student: A Texas resident (or dependents) who physically resides in property subject to ad valorem taxation by the Tyler Junior College District the required length of time (12 months).

Out-of-District student: A Texas resident who does not physically reside within the geographic boundaries of the Tyler Junior College District.

Waiver of Non-Resident Tuition

The difference in the rate of tuition for non-resident and resident students may be waived for a person, and dependents, who owns property and resides in property which is subject to ad valorem taxation by the Tyler Junior College District [Section 130.003(b)(4), *Texas Education Code*].

A person (or dependents) requesting such a waiver shall verify property ownership with the Admissions Office at the time of registration.

Non-Texas Residents

Students whose residence is outside the state of Texas and who are thereby classified as non-residential students according to the definition provided by the statutes of the State of Texas are charged a special non-resident tuition rate.

Tuition: $25.00 per semester hour with a minimum total tuition charge of $200.00.

Surcharge fee: $10.00 per semester hour.

Special Fees

1. In accordance with the requirements of the statutes of the State of Texas, students are charged a semester laboratory fee of $15.00 for laboratory courses in which supplies are required.
2. A fee of $15.00 is paid by students at the time of graduation.
3. Music fees per semester — individual lessons:

	One 30-Minute Lesson Per Week	Two 30-Minute Lessons Per Week
Piano	$50.00	$75.00
Voice	50.00	75.00
Violin, Violoncella	50.00	75.00
Guitar	50.00	75.00
Woodwind Instrument	50.00	75.00
Brass Instrument	50.00	75.00
Practice Room (four hours per week)	$4.00	

4. A fee of $5.00 is paid by students when they replace a lost ID card or when they have a card made after the second week of classes.

Tyler Junior College Refund Policy

Refund payments will be mailed to the student's permanent address as listed in the Registrar's Office approximately 4-6 weeks after the end of the refund period applicable. Late registration, registration and change fees are non-refundable.

Fall and Spring Semesters

Prior to the first class day 100%
During the first five class days 80%
During the second five class days 70%
During the third five class days 50%
During the fourth five class days 25%
After the fourth five class days ..... None

Summer Semesters

Prior to the first class day 100%
During the first, second or third class day 80%
During the fourth, fifth or sixth class day 50%
After the sixth class day ..... None

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at Tyler Junior College will have applicable tuition and fees refunded according to the following schedule:

Regular Session

During the first twelve class days 100%
After the twelfth class day ..... None

Summer Session

During the first four class days 100%
After the fourth class day ..... None

"Tuition, fees, and other expenses are subject to change by vote of the Tyler Junior College Board of Trustees or the legislature of the State of Texas."

College Regulations

Responsibility for Admission Requirements

Students are responsible for meeting all admission requirements including furnishing the necessary transcripts of their work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled.

Tyler Junior College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law or whose conduct consistently has demonstrated antisocial behavior can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Any person who does not agree with the above policy has the right of due process.

Late Registration

Students should register at the scheduled times in order to have the widest choice of courses and to make the registration procedure more uniform. Students may be permitted to enroll during the scheduled late registration period, as space permits, but a late registration fee of $10.00 will be charged. They will be responsible for making up all work missed.

Adding and Changing Courses

After the beginning of classes, adding or changing courses will be approved only for the most pressing of reasons such as change of degree plan, conflict of classes, etc. The final date for such changes is on the date specified in the College Calendar. A "change of schedule" fee of $5.00 will be charged each time a change is processed.

Policy for Auditing a Course

When space is available, permission to audit a course may be granted to students who have been admitted to the College and who either already have credit in the course or do not wish credit for the work.

Students auditing a course may not, under any circumstances, claim credit for the course. Registration of such students will occur on the last day of late registration or on the date specified in the College Calendar. A student who is registered for a course may not change from credit to audit in the course during audit registration or at any time during the semester.

Charges for Auditing a Course

Charges are the same as for regular registration. *Persons 65 years of age or older may audit credit courses without tuition charges on a space-available basis.*

Quantity of Work Rule

Students enrolled in 12 or more semester hours of work are considered full-time students. The standard amount of credit work for each student in the regular session is 15 or 16 hours a semester exclusive of physical activity courses.

The standard amount of credit work for each student in the summer session is six hours a summer term.

Withdrawals

A student desiring to withdraw from school must submit a withdrawal petition to the Registrar's Office and is subject to the college's administrative policies.

Reinstatements

A student who has been withdrawn from a course may be reinstated with the approval of the appropriate instructional dean. The student must initiate the reinstatement request within seven calendar days of the official date of drop by personally contacting the instructor involved.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. Students who are not in attendance enough to be certified to the state will be dropped from the rolls of that class.

Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day **provided**, not later than the 15th day after the first day of the semester, the student notifies in writing each instructor of each class that he/she will miss for a religious holy day. Each instructor will arrange a schedule for work to be made up.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under SECTION 11.20, TAX CODE.

Scholastic Probation

When a student's cumulative record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on scholastic probation. Scholastic probation is a conditional permission for a student to continue in college.

Satisfactory progress is defined as follows:

A student must maintain a cumulative "C" average (2.0) on all work completed at Tyler Junior College. Completed courses are those which receive grades of "A", "B", "C", "D", "F" or "WF".

A student who fails to achieve a "C" average upon completing 12 hours will be notified of his/her probationary status. Students who have completed 12 hours will have their status reviewed after each long semester*. It is recommended that students on probation see a counselor concerning ways in which they might improve their academic standing.

Should a student fail to achieve a cumulative 2.0 grade point average at the end of a second consecutive semester, the student will receive notification that he/she must report for counseling before registering again.

Campus organizations provide opportunities for students to relax and have fun away from the pressures of academic life.

If a student fails to achieve a cumulative 2.0 grade point average at the end of the third consecutive semester, he/she will be placed on academic suspension. Students who have a "C" average for the immediately preceding semester will be allowed to continue on probation, **although the cumulative average will be below 2.0.** Students on probation for the third consecutive semester who do not have a "C" average for the immediately preceding semester will not be allowed to attend Tyler Junior College for the next long semester*.

After a semester on suspension, students will be allowed to re-enroll on probation. These students will remain on probation until they earn a cumulative grade point average of 2.0 or better.

Students who have been on suspension from Tyler Junior College or another college, who are allowed to register at Tyler Junior College, must make a "C" average in all courses attempted that semester, or they will be suspended for one year.

A student suspended for scholastic reasons may appeal his/her suspension to the admission appeals committee.

Students requesting transfer to Tyler Junior College will be evaluated by the same criteria applied to Tyler Junior College students.

The student is held responsible for knowing College regulations regarding the standard of work required to continue in the College as well as the regulations dealing with scholastic probation and enforced withdrawal.

For the purpose of determining compliance with the policies of academic suspension, the two summer terms will be the equivalent of one long semester.

Grades and Reports

Students receive grade reports every eight weeks. The standing of the student in each course is determined by his class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Challenge of a final course grade must be initiated no later than the first ten days of the *long semester following the awarding of the grade in compliance with the "Academic Grievance Resolve" in the *Student Handbook.*

President's List

To qualify for the President's List, a student must complete a minimum of 12 hours and have a 4.0 grade point average (all "A's").

Dean's List

To promote high standards of scholarship, the College has established the Dean's List, which is published at the end of each semester. The grade of "A" carries four honor points per semester hour; the grade of "B" carries three; the grade of "C" carries two; and the grade of "D" carries one per semester hour. To qualify for the Dean's List, a student must complete a minimum of 12 semester hours and have a 3.3 grade point average with no "D's", "F's" or "WF's".

Graduating with Honors

To graduate with honors a student must complete all required courses of his/her appropriate degree. Grade point average is based on all accumulated course work attempted.

Highest Honors — 4.0 grade point average.

High Honors — 3.6 grade point average.

Honors — 3.3 grade point average.

Numbering of Courses

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this catalog which are developmental have three digit numbers which begin with "0."

Courses are numbered as follows (except in nursing): The first digit of the number indicates the college year in which the course is taken; the second digit in the number indicates the semester of the year in which the course is taken; the final digit indicates the credit value of the course in semester hours. Thus, English 123 indicates that the course is the first year, second semester English with a credit value of three semester hours.

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of class hours each week while the second number gives the number of hours of laboratory each week. For example, the notation (3-2) indicates that a course has three hours of class meetings and two hours of laboratory weekly.

Transfer to Other Institutions

Since colleges differ in their curricula, a student should secure the catalog of the institution to which he intends to transfer credit. Courses for his first two years should be planned in accordance with the degree plan of the institution to which he will transfer.

Student Load

A student may enroll in one or more courses. A standard load is considered to be five solid courses (three or four semester hours credit each) plus physical education activity and freshman orientation (first semester). Organizations such as band and choir may be added without special permission. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed, and obtain the permission of their instructional division dean for the overload.

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without a written consent of the student. Even a release of information to parents requires a student's written consent.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this Act is available for review in the office of the registrar:

Area in which student records are maintained:

1. Academic records
   Registrar's Office, Continuing Education Office and faculty offices
2. Placement and testing records
   Counseling Center
3. Financial records
   Business Office and Financial Aid Office
4. Medical records
   College Nurse Office

Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Challenging of a grade must occur during the semester immediately following awarding of the grade.

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

Family Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1976, (P.L. 93-380, section 513), as amended (P.L. 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request to the Registrar's Office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

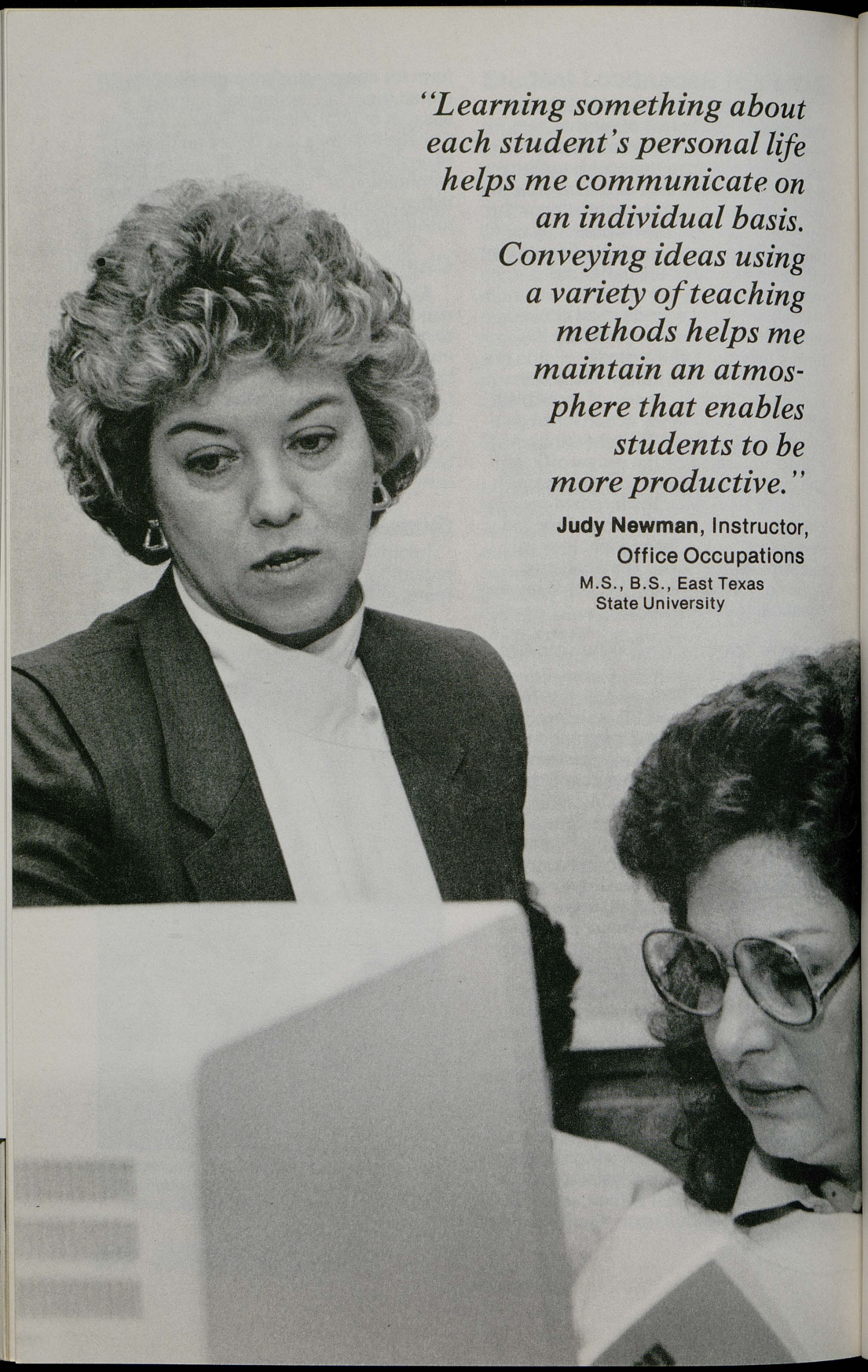
Change of Name or Address

A student who changes his/her residence or mailing address is expected to notify the registrar of this change immediately. If a change of residence is implied, documentation must be furnished. Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered and the student is responsible therefor.

Student Consumer Information

Information not found in this catalog regarding Tyler Junior College may be found in the student activities office.

Harmony and Understanding, a select singing ensemble, performs throughout East Texas singing a variety of popular music.



"Learning something about each student's personal life helps me communicate on an individual basis. Conveying ideas using a variety of teaching methods helps me maintain an atmosphere that enables students to be more productive."

Judy Newman, Instructor,
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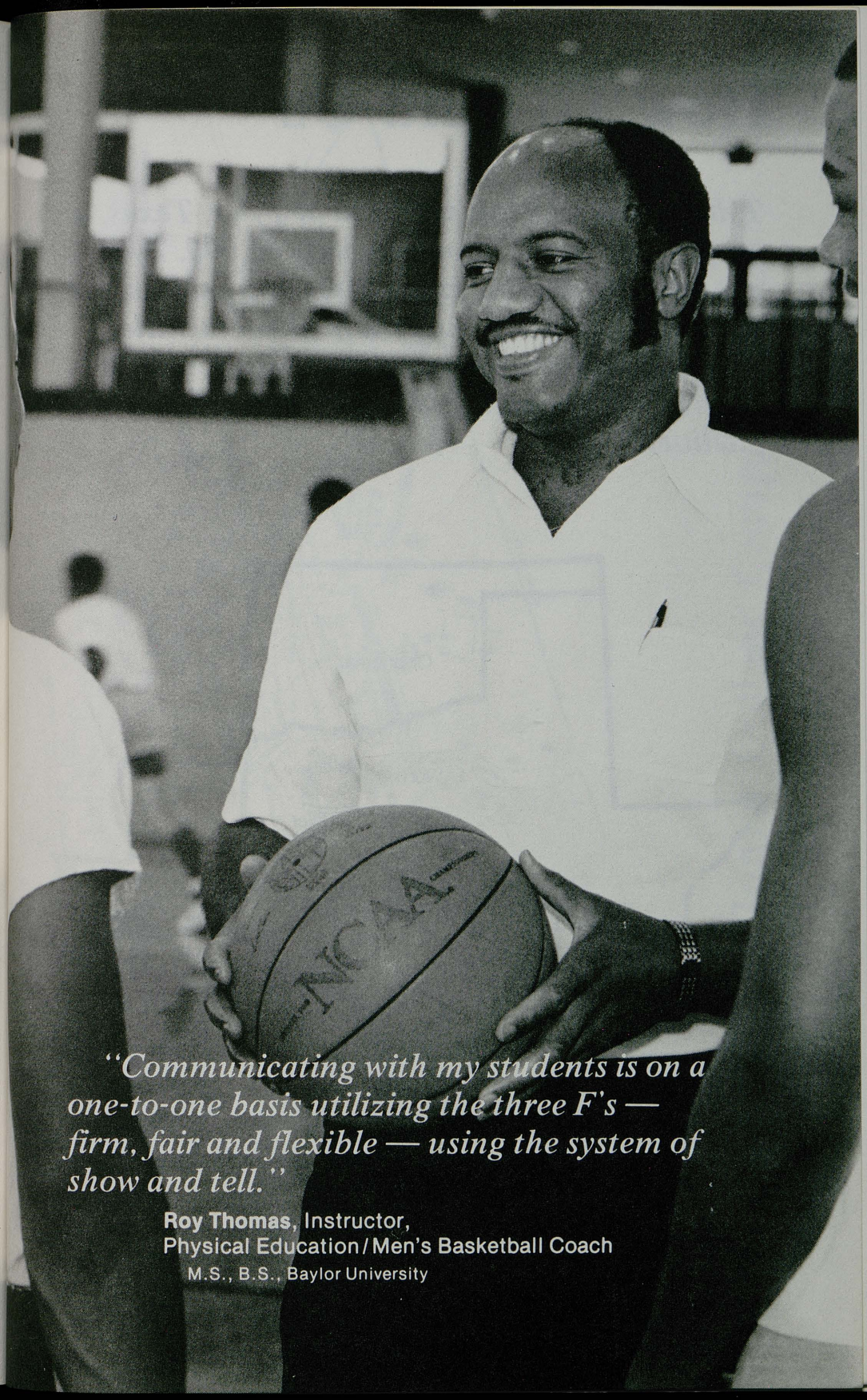
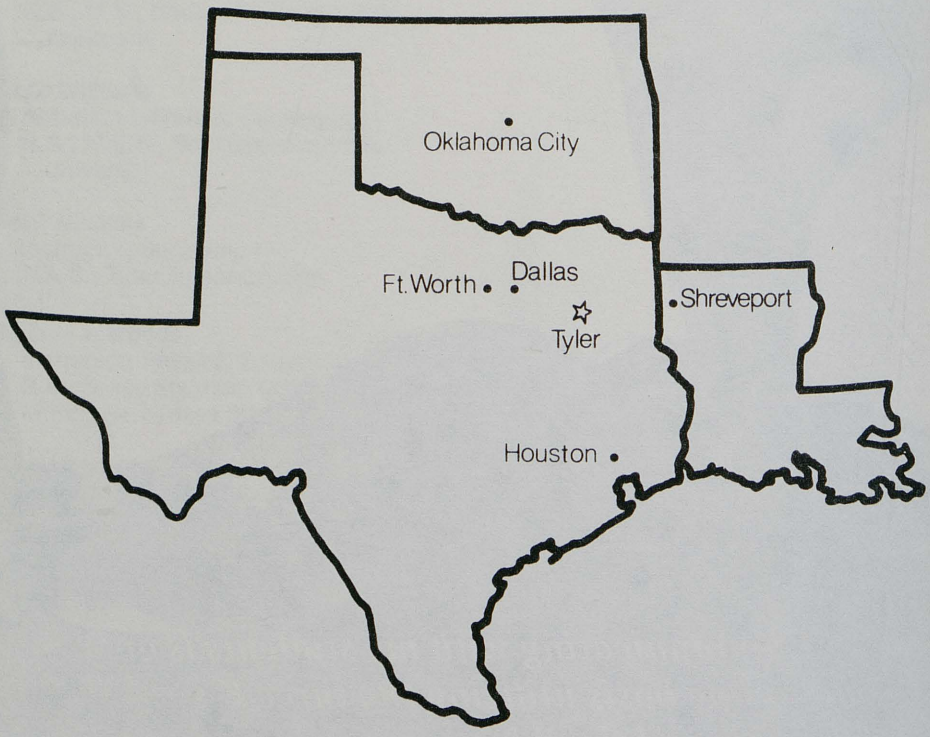


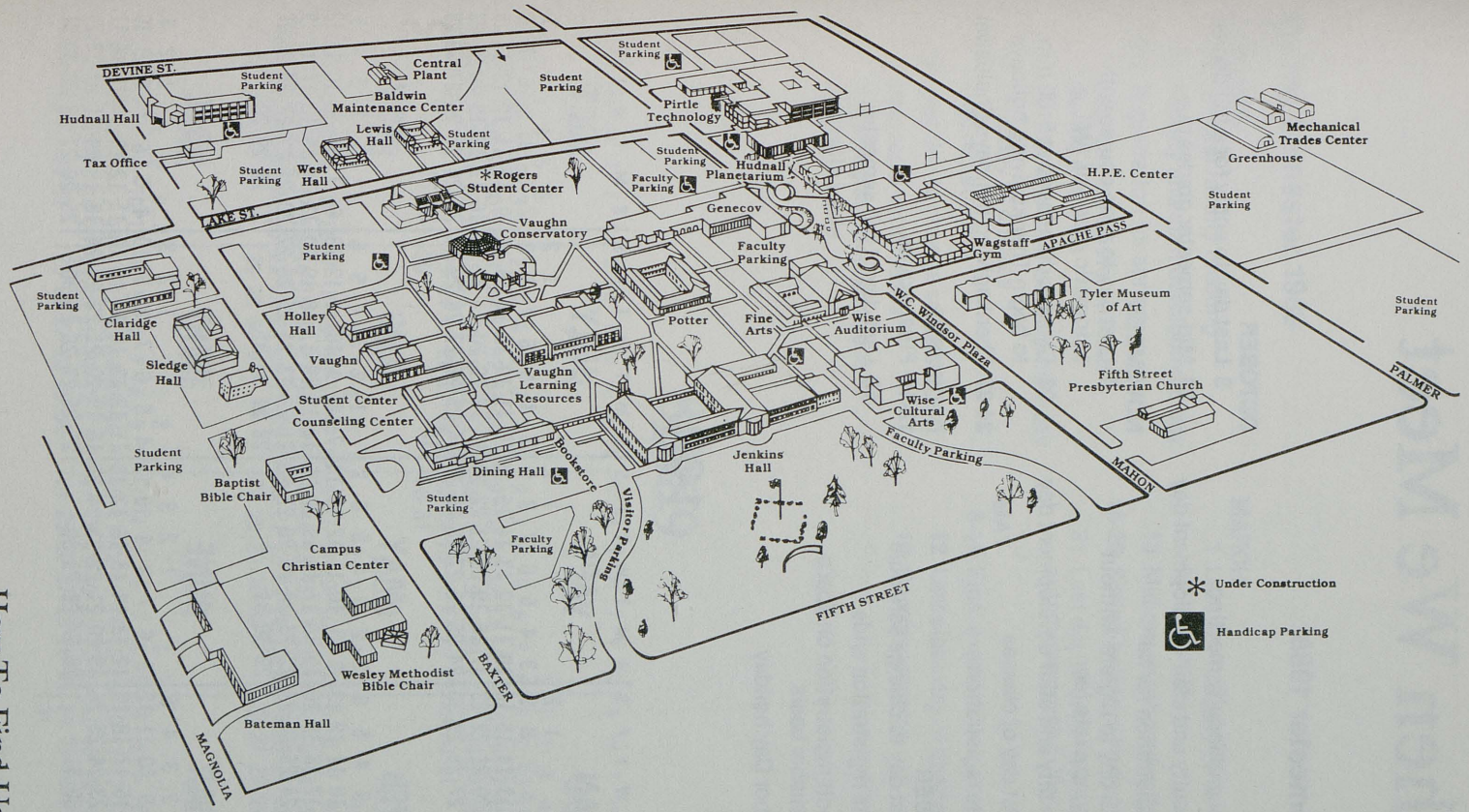
"Communicating with my students is on a one-to-one basis utilizing the three F's — firm, fair and flexible — using the system of show and tell."

Roy Thomas, Instructor,
Physical Education / Men's Basketball Coach
M.S., B.S., Baylor University

How To Find Us

Tyler Junior College is located in Tyler, Texas, a progressive city of approximately 80,000. Tyler is not only well-known for its roses and azaleas, but also for its industry, modern medical facilities, shopping centers, symphony orchestra, civic theater, art museum and public recreational facilities.





Tyler Junior College Campus Map

When We Meet

Fall Semester 1988

AUGUST

22 General faculty meeting

23 Faculty and staff development day

24-25 Registration for fall

25 Last day to register without paying a late fee

26 Faculty and staff development day

29 First day of classes

Late registration

SEPTEMBER

1 Last day to change schedule

Late registration ends

Audit registration on space available basis

5 Labor Day holiday

OCTOBER

3 Last day to apply for a fall degree

24 Mid-semester grades due

NOVEMBER

4 Last day to drop course with automatic grade of "W"

23 Classes dismissed at 5:00 p.m. to begin Thanksgiving holidays

24-27 Thanksgiving holidays (inclusive)

DECEMBER

12-15 Final exams

16 Last day of fall semester

1988

JAN

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Spring Semester 1989

JANUARY

9 General faculty meeting

10 Faculty and staff development day

11-12 Registration for spring

Last day to register without paying a late fee

13 Faculty and staff development day

16 First day of classes

Late registration

19 Last day to change schedule

Late registration ends

Audit registration on space available basis

MARCH

1 Last day to apply for a spring degree

13 Mid-semester grades due

18-26 Spring holidays (inclusive)

31 Last day to drop course with automatic grade of "W"

MAY

8-11 Final exams

12 Last class day of spring semester

16 Commencement

1989

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Summer Session I, 1989

MAY

30 Registration for first session

JUNE

1 Classes begin for first session (Most classes meet Monday through Thursday)

1, 2, 5 Late registration

5 Audit registration on space available basis

22 Last day to drop course with an automatic grade of "W"

JULY

6 Final exams for first session

7 All grades due in registrar's office

Summer Session II, 1989

JULY

11 Registration for second session

13 Classes begin for second session

13, 14, 17 Late registration

17 Audit registration on space available basis

AUGUST

1 Last day to apply for a summer degree

3 Last day to drop a course with an automatic grade of "W"

16 Final exams for second session

17 All grades due in registrar's office

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